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995 MARKET STREET
(3)

Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento 14
January 5, 1948

SOCIAL WELFARE BOARD

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2816 OAK KNOLL TERRACE

BERKELEY

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

FILED

in the office of the Secretary of State
of the State of California

JAN 7- 1948

At 9.10 o'clock 9. M.

FRANK M. JORDAN, Secretary of State

By *Robert T. Jordan*
Assistant Secretary of State

IN REPLY PLEASE REFER
TO:

My dear Mr. Jordan:

Attached are three copies of the following regulations
issued by the State Department of Social Welfare.

STANDARDS FOR PRIVATE BOARDING SCHOOLS
STANDARDS FOR PRIVATE DAY SCHOOLS

These regulations were adopted by the State Social
Welfare Board pursuant to the powers conferred upon it under
Sections 103 of the Welfare and Institutions Code and are being
filed under Section 11381 of the Government Code.

These regulations were adopted to be effective
immediately upon filing with the Secretary of State since this
has been found necessary for the immediate preservation of
public peace, health, and safety or general welfare and that
notice and public procedure thereon are impracticable,
unnecessary or contrary to the public interest.

Very sincerely yours,

Charles M. Wollenberg

CHARLES M. WOLLENBERG, Director
Department of Social Welfare

RECEIVED
SACRAMENTO, CALIF.

JAN 7 AM 8 31

FRANK M. JORDAN
SECRETARY OF STATE
STATE OF CALIFORNIA

206:b
1948

Certified as a Regulation (or as
Regulations) of the

Dept. of Soc. Welfare
(Name of State Agency)

Wm. H. H. H.
(Signature)

Director
(Title)

1/5/48
(Date)

N412 115, 116, 1620, 1621, 1627

STANDARDS
FOR
PRIVATE BOARDING SCHOOLS

Issued By
CALIFORNIA STATE DEPARTMENT OF SOCIAL WELFARE
616 K Street, Sacramento

FILED

in the office of the Secretary of State
of the State of California

JAN 7 - 1948

At 9.00 o'clock 9 M.

FRANK M. JORDAN, Secretary of State

By

Robert V. Jordan
Assistant Secretary of State

Adopted by the Social Welfare Board on December 19, 1947

STANDARDS FOR PRIVATE BOARDING SCHOOLS

Effective September 19, 1947, the SDSW was given jurisdiction over private schools for children under sixteen years of age other than schools conducted by established religious organizations.

The SDSW, in exercising jurisdiction over private schools, has responsibility for supervision of the child care functions of the schools and not for the educational program or evaluation of the educational qualifications of teachers. The Standards for Children's Institutions in California are generally applicable to private schools. However, since schools do not, as a rule, accept major responsibility for the welfare of the children in attendance in the sense that regular child care institutions which serve as substitute homes do, the Standards for Children's Institutions will be applicable with the qualifications and additions noted herein.

Chapter II - Organization

Inasmuch as many schools are proprietary, this chapter will not generally apply.

Chapter III - Personnel

Child Care Personnel

Schools may use teaching staff in some child care capacities, in which case standards given for child care persons apply.

Professional Staff

The employment of specific personnel listed in this section is not mandatory, but any professional staff employed must be qualified by education and experience as indicated in the standards. The school's employment of professional persons will depend on the services to be offered.

If a school employs a physician on its staff or on call, he must be licensed to practice in California.

Employment of a psychologist or a specially qualified teacher, skilled in testing, counseling and guidance, is recommended.

Teachers

See also statement under Chapter IX, Educational and Vocational Training Program below.

Chapter VIII - Medical Care

The average school, inasmuch as it does not accept full responsibility for the child in the same sense that a custodial institution does, is not expected to maintain a complete medical program including preventive and remedial services. However, provision must be made for emergency medical care, including hospitalization. This may be provided in the school if proper facilities are available, or through use of community facilities.

The employment of a registered nurse is not mandatory for schools, but is recommended for schools with over fifty students. There should be some person able to administer first aid available at all times.

Complete pre-admission physical examinations, including tests and immunization, are essential. The school may provide these or require the children to bring health certificates from private family physicians. Reports from private physicians should be complete enough to show the child's ability to participate in a full program of activities and should indicate any necessary limitations in activities, exercise, special food needs, and allergies.

Staff members should be given physical examinations, including chest X-ray, or fluoroscopy, before employment.

Annual re-examinations for both children and staff are recommended.

Schools are not expected to give complete dental examinations, dental care, specialized medical care, or remedial care of physical defects. They do have responsibility for reporting to parents the need for such service.

Medical records should be kept. Knowledge of a child's physical condition is essential if activities are to be wisely planned.

Permission slips signed by parents or guardians authorizing emergency care are recommended, especially for schools taking children from a wide geographical area.

Where a school admits children of religious faiths depending on prayer or other spiritual means for healing, complete pre-admission physical examinations will not be required for those children. However, a doctor's certificate of freedom from communicable disease is required for these children, unless the school restricts intake to children of such religious faith.

Chapter IX - Educational and Vocational Training Program

The State Department of Social Welfare will not evaluate the educational programs of schools nor educational qualifications of teachers, and accepts no responsibility for enforcement of the provisions of the Education Code. Schools should be aware of the provisions of the Education Code applying to private schools.

Chapter X - Social Service Program

Ordinarily, schools accepting normal children for educational purposes will have no need of a social service program. A school does not have responsibility for strengthening family relationships, planning for discharge, and supervising after discharge. The section entitled "Policies for Intake and Discharge", therefore, does not apply to schools.

The school should have definite intake policies and unless it is prepared to offer special services, should admit only normal well-adjusted children. Even for this group, the school staff should be aware of the social and emotional needs of children, and be able to offer consultation and guidance in those problems of adjustment that even normal children have.

Those schools which accept children who are unable to adjust in public schools or who are in need of "discipline" should have a program of social case work, whether called by that name or not. They must have sufficient family history, developmental information, and psychological and educational reports to understand the child's behavior, and the school's program should be suitable for the type of children accepted.

Records

Records should be maintained in all schools of the minimum information required by Section 1627 of the Welfare and Institutions Code, and of school progress, psychological and educational test results and of individual adjustment.

Where schools offer a social case work program, social records comparable to those listed in the standards should be kept.

Chapter XI - Recreation

Recreation is a part of every child's life and the standards apply in general to schools as well as to institutions.

Participation in community activities should be determined by the school. The school should offer a well-rounded program of activities (athletics, hobby clubs, dramatics, etc.) If it cannot offer a variety of activities, it should arrange participation in community activities to supplement what it can offer.

Chapter XII - Mental Hygiene and Social Development

The material in this chapter is basic to all child care and is applicable to schools if it is remembered that the school is not a substitute for normal parent-child relationships. There will probably be instances in every school, however, where children are placed because of psychological or educational maladjustment, or because of parental rejection. In these situations the school personnel should be aware of the needs of the children and make efforts to meet them, working with the parents towards a satisfactory adjustment.

Discipline

It should be noted that "hazing" is specifically prohibited by the Education Code.

"Section 16126. No student, or other person in attendance at any public, private, parochial, or military school, college, or other educational institution, shall conspire to haze, engage in hazing or commit any act that injures, degrades, or disgraces, or tends to injure, degrade or disgrace any fellow student or person attending the institution."

4 10 115, 116, 16 20, 16 21
16 27

STANDARDS
FOR
PRIVATE DAY SCHOOLS

Issued By
CALIFORNIA STATE DEPARTMENT OF SOCIAL WELFARE
616 K Street, Sacramento

FILED
in the office of the Secretary of State
of the State of California
JAN 7 - 1948
At 9.00 o'clock 9. M.
FRANK M. JORDAN, Secretary of State
By Robert V. Jordan
Assistant Secretary of State

FILED
In the office of the Secretary of State
of the State of California
JAN 7 - 1948
FRANK M. JORDAN, Secretary of State
By _____
Assistant Secretary of State

Adopted by the Social Welfare Board on December 19, 1947

STANDARDS FOR PRIVATE DAY SCHOOLS

Effective September 19, 1947, the SDSW was given jurisdiction over private schools for children under sixteen years of age other than schools conducted by established religious organizations.

The SDSW, in exercising jurisdiction over private schools, has responsibility for supervision of the child care functions of the schools and not for the educational program or evaluation of the educational qualifications of teachers. The Standards for Day Care of Children are generally applicable to private schools. However, since schools do not, as a rule, accept major responsibility for the welfare of the children in attendance in the sense that regular child care institutions which serve as substitute homes do, the Standards for Day Care of Children will be applicable with the additions and qualifications noted herein.

Personnel

The State Department of Social Welfare is not responsible for evaluating teachers' educational qualifications. (See comments on Educational and Vocational Training Program under "Standards Applicable to Boarding Schools" below.)

Plant and Equipment

The recommendation that there should be a bathtub (paragraph on Sanitary Facilities) is valid where young children are being cared for, but is not a mandatory requirement.

Recreation

The material in this section applies specifically to day care centers and nursery schools.

However, provision for recreation for all children should be made. As a guide to the amount of time which should be allowed for recreation, the following provisions of the Education Code regarding public schools may be helpful:

"Section 10123. All pupils enrolled in the elementary schools, except pupils excused, shall be required to attend upon the courses of physical education for an instructional period in each school day which shall not be less than twenty minutes exclusive of recesses and the lunch period.

"Section 10124. All pupils enrolled in the junior or senior high schools, except pupils excused, shall be required to attend upon the courses of physical education for an instructional period in each school day which shall be not less than the length of the regular academic periods of the school."

While the State Department of Social Welfare does not have responsibility for enforcing the Education Code, recreation and play periods, including outdoor activities, are important and should be required as essential to good child care.

Health Protection

Pre-admission Examination

The requirement of a doctor's certificate of freedom from communicable disease is applicable to day care institutions and not to day schools. It is a desirable practice in all schools and especially those for young children. All children should be immunized against diphtheria and vaccinated against smallpox, and children under six years of age should be immunized against whooping cough. Schools should consult with local public health departments as to what services may be available.

Thorough physical examinations, including tests of vision and hearing, are strongly recommended for school children and each child should have a doctor's clearance before participating in vigorous or competitive athletics.

Daily Inspection

Daily inspection as outlined in the standards is desirable practice in all types of day care facilities, but is not a requirement for schools for children over six years of age. Schools should have a morning inspection of all students to detect those who should not remain in school, but this cannot usually be arranged before children have mingled with each other.

All schools should urge parents to keep their children at home if they show signs of illness or have been ill during the night.

Arrangements and Consent for Medical Care

It is essential that current information be available as to how and where parents can be reached in case of emergency illness or accident.

The rest of this section is not applicable to day schools which do not accept the same responsibility for care of children that day care institutions do.

Training in Personal Hygiene and Cleanliness

This section is not applicable to schools for children over six years of age except that paper towels and liquid or powdered soap must be provided.

Food

This section is applicable to schools if meals are provided. If children bring their own lunches, an adequate place should be provided for eating, and supervision given during the lunch hour.

Records and Reports

Schools must keep daily attendance records; however, personal reception of each child from his parents and dismissal to parents is not required in day elementary and high schools.

Certified as a Regulation (or as
Regulations) of the

Dept of Social Welfare

(Name of State Agency)

M. M. M. M. M.

(Signature)

Director

(Title)

1/27/48

(Date)

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Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento 14
January 27, 1948

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2816 OAK KNOLL TERRACE

BERKELEY

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

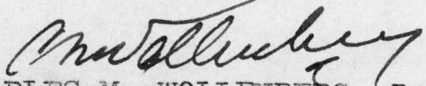
IN REPLY PLEASE REFER
TO:

My dear Mr. Jordan:

Attached are three copies of regulations issued by the State Department of Social Welfare in Department Bulletin Number 315 (OAS). The regulations were adopted by the State Social Welfare Board pursuant to the powers conferred upon by the Welfare and Institutions Code under Sections 103 and 120 and are being filed in accordance with provisions of Section 11381 of the Government Code.

These regulations are to be effective immediately upon filing with the Secretary of State since this has been found necessary for the immediate preservation of the public peace, health and safety or general welfare, notice and public procedure thereon being impracticable, unnecessary or contrary to the public interest.

Very sincerely yours,


CHARLES M. WOLLENBERG, Director
Department of Social Welfare

468:b5
Attachments

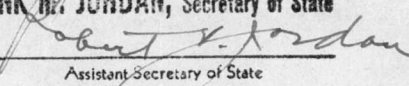
FILED

in the office of the Secretary of State
of the State of California

JAN 28 1948

At 11:30 o'clock 9. M.

FRANK M. JORDAN, Secretary of State

By 
Assistant Secretary of State

CHARLES M. WOLLENBERG
Director

60410 115, 116
EARL WARREN
Governor

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE

616 K STREET
SACRAMENTO 14
January 9, 1948

FILED

in the office of the Secretary of State
of the State of California

JAN 28 1948

DEPARTMENT BULLETIN NO. 315 (OAS)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

At 11.30 o'clock 9 M.
FRANK M. JORDAN, Secretary of State

By Robert V. Jordan
Assistant Secretary of State

Subject: Instructions for
Completing OAS Permanent
Sample Schedule,
Form AG 251.

The following is a clarification of the instructions for completing Items F (Date Application signed), G (Date of Approval) and V (Amount of Current Grant) on FORM AG 251, OLD AGE SECURITY PERMANENT SAMPLE SCHEDULE.

Item F. Enter the date of application on the basis of which OAS was first granted the recipient in your county.

Item G. Enter the date on which the board of supervisors approved the application reported in Item F.

Item V. Under this item report the amount of the current Old Age Security grant; i.e., the amount last authorized by the board of supervisors. However, do not include retroactive aid payments.

These instructions on Item V supersede the instructions given in Manual Section 292-65, Amount of Current Grant.

Very sincerely yours,

C. M. Wollenberg

CHARLES M. WOLLENBERG, Director
Department of Social Welfare

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Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG

DIRECTOR

Sacramento 14
January 30, 1948

SOCIAL WELFARE BOARD

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2816 OAK KNOLL TERRACE
BERKELEY

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

IN REPLY PLEASE REFER
TO:

My dear Mr. Jordan:

Attached are three copies of regulations issued by the State Department of Social Welfare with Manual Letter No. 114.

These regulations were adopted by the State Social Welfare Board pursuant to the powers conferred upon it by the Welfare and Institutions Code under sections 103, 103.5, 103.6, and 114b and are filed in accordance with provisions of section 11381 of the Government Code.

Regulations contained in Section 645-25 and Sections 800-00 through 800-24 were adopted to be effective immediately since this has been found necessary for the immediate preservation of the public peace, health and safety or general welfare, notice and public procedure there on being impracticable, unnecessary or contrary to the public interest.

Very sincerely yours,

C. M. Wollenberg

CHARLES M. WOLLENBERG, Director
Department of Social Welfare

468:b5
Attachments

FILED

in the office of the Secretary of State
of the State of California

JAN 30 1948

At 4:30 o'clock P.M.

FRANK M. JORDAN, Secretary of State

By _____
Assistant Secretary of State

Certified as Regulation (or as
Regulations) of the

Dept of Social Welfare
(Name of State Agency)

Wm. E. Leach
(Signature)

Director
(Title)

1/30/48
(Date)

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE

616 K STREET
SACRAMENTO 14
January 30, 1948

1299

MANUAL LETTER NO. 114

The attached revisions are to be entered in your Manual of Public Assistance Policies and Procedures and the revision numbers canceled on the separators of the revised chapters. Revision numbers are as follows:

Financial Procedures	Revision 352
Child Welfare Services	Revisions 4 thru 11
Institution Inmates	Separator Reissued

These revisions were adopted by the Social Welfare Board on January 22, 1948.

Sec. 645-25 has been revised to provide for a method of claiming reimbursement for the salaries of County Child Welfare Supervisor and of County Child Welfare Supervisor Grade I and County Child Welfare Supervisor Grade II (if and when these classifications are approved by the U. S. Children's Bureau).

Secs. 800-00 through 800-99 constitute a complete replacement of the Child Welfare Services Chapter. Secs. 800-18, CWS Educational Leave Plan for County Employees, and 800-22, Developing a County CWS Plan, relate to aspects of the CWS program not previously covered in the Child Welfare Services Chapter.

Secs. 800-40 through 800-49 consist of instructions for completion of Form CWS 9, Monthly Statistical Report on Child Welfare Services, which replaces Form CWS 51.

Secs. 800-20, 800-25, 800-52 and 800-55 have been deleted.

Secs. 645-25 and Secs 800-00 through 800-24 are effective February 1, 1948. Secs 800-40 through 800-49 are effective March 1, 1948.

FILED

In the office of the Secretary of State
of the State of California

JAN 30 1948

At 4:30 o'clock P. M.

FRANK M. JORDAN, Secretary of State

By _____
Assistant Secretary of State

REVISION RECORD

Revisions issued in changing this Chapter will be numbered in sequence. Changes made will be indicated by a vertical line in the margin of the corrected page, against the line or lines changed.

IT IS IMPORTANT that the holder of this Manual check the numbers below, corresponding with the numbers of the revisions when the latter have been incorporated in the Manual and the old pages removed, and that the State Department of Social Welfare be promptly notified in the event a number is passed without receipt of the corresponding numbered sheet.

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645-26 EXPENDITURES FOR COMMISSARIES
GR

645-26

Commissary costs shall be determined and handled as direct charges to this activity where readily determinable. They may be reported on the Administrative Expense Worksheets (Forms DFA 64 and 64A) under the caption "Commissary" or the OWP column may be used.

Joint expenditures applicable to the categorical aid programs only will be allocated as such.

Only expenditures for Salaries and Wages, Maintenance and Operations, and Capital Outlay by which all welfare programs and the commissary benefit, shall be treated as overall expenses. An example of the latter would be the salary of a county welfare director who is responsible for the operation of all welfare programs including the commissary. (W&IC 1561, 2140, 3091; FSS-ADMIN.)

645-31 EXPENDITURES FOR EYE EXAMINATIONS
ANB

645-31

Federal participation may be claimed for cost of required eye examinations for aid to the blind. (SEE SECS. 235-00, PHYSICIAN'S REPORTS OF EYE EXAMINATION, AND 645-02 EXPENDITURES FOR PURPOSES OF ADMINISTRATION.)

In connection with an application for ANB, the SDSW requires the first examination and if the applicant, at his own expense, submits a second report which is in conflict with the first, then the SDSW requires a third or resolving report. Accordingly, reimbursement may be claimed for the first and third examinations, and any additional examinations which the SDSW may require. If an examination is required at time of reinvestigation and the recipient, at his own expense, submits a second report which is in conflict with the first, a third report is required to resolve the conflict. Reimbursement may be claimed for the first and third such examinations and for any additional examinations which the SDSW may require.

Necessary expenses to county for transporting an applicant for or recipient of ANB to obtain the required eye examination (SEE SECS. 180-15, DETERMINATION OF DEGREE OF BLINDNESS, AND 180-50, REEXAMINATION OF EYES TO DETERMINE CONTINUED ELIGIBILITY) are administrative expenses, subject to Federal reimbursement provided;

1. The applicant or recipient is not financially able to meet such costs, and
2. There is no accessible ophthalmologist on the panel in the county and the person must be transported to another county or state, or

(Section Continued on Next Page)

645-21 (Continued)

645-21

2. The services performed are a distinct and additional function of a type customarily performed as a function of the county welfare department and not a type performed as part of the regular service rendered by such outside agency to other agencies, and a unit of such outside agency performs the service as its sole function and operates as an integral part of the county welfare department;
3. Amounts were expended by a civil service agency for extra identifiable services relating to the establishment and maintenance of personnel standards on a merit basis for the county welfare department as required by rules and regulations of the merit system. They shall include only such special services as are rendered primarily for the county welfare department, and, under existing practice, would not be rendered as a regular service. (WIC 1560, 2140, 3075, FSS Admin.)

**645-25 EXPENDITURES FOR CWS
CWS**

645-25

In those counties where contracts have been approved for the employment of CWS workers, the amount of a CWS worker's salary chargeable to CWS shall be determined on the basis of effort expended. If the amount so determined is less than the amount received for CWS from the U. S. Children's Bureau, an amount equivalent to the amount received from the U. S. Children's Bureau shall be charged to CWS and the balance of the worker's salary shall be apportioned among all other programs on the basis of the effort expended excluding CWS.

The minimum amount charged to CWS shall be that amount reimbursed to the county by the SDSW from the U. S. Children's Bureau funds. In those counties where the entire cost is borne by Federal funds, the entire salary shall be included in the CWS category.

When an agreement with the county specifies that a County Child Welfare Supervisor or County Child Welfare Supervisor Grade I or County Child Welfare Supervisor Grade II (if and when these two latter classifications are approved by the U.S. Children's Bureau) may work only for a portion of his time on CWS, the amount of such supervisor's salary chargeable to CWS shall be determined on the basis of the time spent during the month on activities specified in the agreement between the SDSW and the county.

The amount of reimbursement to the county for the County Child Welfare Supervisor will be computed by applying the proportion of the salary to be borne from CWS funds as specified in the agreement to that part of the Supervisor's salary chargeable to CWS as determined above. (FSS-Admin.)

800-15 CWS AVAILABLE TO COUNTIES
CWS

800-15

Under the CWS program a county may avail itself of any one or a combination of the following when it is an integral part of a plan developed jointly by the county and the SDSW to strengthen local public welfare services for children:

1. Partial reimbursement of salary of a CWS Worker(s). CWS funds may be used to pay part of the salary of a CWS Worker. Such a worker may be employed by the county to:
 - (a) Carry a limited number of cases presenting problems of children, including ANC recipients, general relief cases, and children in their own or in foster homes.
 - (b) Assist the juvenile court with case work and case consultant service.
 - (c) Receive referrals from school officials, agency representatives, and private individuals on behavior and other social problems which the worker and welfare departments are equipped to serve.
 - (d) Obtain necessary psychological and psychiatric services for children and carry out a plan of treatment based on the findings.
 - (e) Consult with parents on the care and placement of their children.
 - (f) Continue contacts with parents, child, and foster parents to assure best use of foster homes for the child's needs.
 - (g) Participate in agency and inter-agency case and group conferences concerning welfare services for children.
 - (h) Give consultant service to local groups in the development of a Child Welfare program.
 - (i) Evaluate, stimulate, and strengthen the working relationships, in cooperation with the county welfare director, with the juvenile court, schools, health agencies and other community, as well as state-wide agencies.
 - (j) Study the needs of children in the community and participate in the efforts to meet these needs.
 - (k) Carry other like duties and responsibilities in the field of Child Welfare.
2. Partial salary of a county Child Welfare Supervisor Grade I (if and when this classification is approved by the U.S. Children's Bureau). CWS funds may be used to pay that portion of the salary of a County Child Welfare Supervisor Grade I represented by the amount of effort

(Section Continued on Next Page)

800-00 PROVISIONS OF FEDERAL LAW FOR CWS
CWS

800-00

To enable the Federal Government, through the U. S. Children's Bureau, to cooperate with state public welfare agencies in establishing, extending, and strengthening, especially in predominantly rural areas as well as other areas of special need, public welfare services for the protection and care of homeless, dependent, and neglected children, and children in danger of becoming delinquent, yearly grants are made to each state. Of the \$3,500,000 appropriated for Child Welfare Services, the law fixes no definite amount of matching funds but provides that for the local phases of the program Federal money may be used to pay only part of the cost of district, county, or other local services. A minimum of \$20,000 is available to each state department of public welfare, and the remainder is apportioned according to the proportion that the state's rural population bears to the total rural population of the United States. (Social Security Act, Title V, Part 3, as amended)

800-10 PROVISIONS OF THE W&IC FOR CWS
CWS

800-10

The SDSW may act as the agent of, or cooperate with, the Federal Government in any matters within the scope of the functions of the department for the administration of Federal funds granted to this state, or for any other purpose in furtherance of these functions, and may cooperate with the Federal Government, its agencies, or instrumentalities, in establishing, extending, and strengthening services for the protection and care of homeless, dependent, and neglected children, and children in danger of becoming delinquent. The SDSW may receive and expend all funds made available to the department, the state, a county, a district, a municipal corporation, or a political subdivision by the Federal Government for such purposes. (W&IC 120)

800-15 (Continued)

800-15

- (e) Develop public and private resources to promote a high standard Child Welfare program for children in areas of special need.
- (f) Perform similar duties in the field of Child Welfare.
- 4. Full payment of an Educational Leave Stipend(s). A complete statement on CWS Educational Leaves is contained in Sec. 800-18.
- 5. Travel costs, i.e., transportation and per diem, for county employee(s) attending work-shops or work-conferences on children's problems. Such work-shops may be initiated by the SDSW or the U.S. Children's Bureau expressly for the workers at the "grass roots" for the purpose of sharing their experiences on specific problems in the field of Child Welfare. Attendance at meetings of this nature would be limited and by invitation. Reimbursement to the county of CWS funds to provide such travel costs shall be covered by letter of authorization from the SDSW instead of the usual annual CWS Agreement. (W&IC 120)

800-18 CWS EDUCATIONAL LEAVE PLAN FOR COUNTY EMPLOYEE CWS

800-18

Under Sec. 120 of the W&IC, the SDSW is making available some of the CWS funds to the counties for educational leaves.

A. Purpose

The purpose of this plan is to increase the number of trained workers and supervisors in the field of children's services in order to meet to some degree the shortage of staff in the local county welfare departments and thereby strengthen the services for children in California. Further, it may be said that this plan is primarily designed to improve the services of county welfare departments and not as a direct reward for county workers.

B. County Employees Eligible

The person must have permanent status or must be a probationary employee who immediately preceding his appointment to his present position held permanent status in some other class. He must also have shown a sustained interest in social work, and exhibit potentialities as a Child Welfare Worker, Supervisor, or Director.

The employee must make his own application to an accredited graduate school of social work of his own choice, and present evidence to his county welfare director that he meets the entrance requirements.

Further, the employee must be recommended by his county welfare director for an educational leave with a statement from the director that the worker on his return will be used to strengthen the child welfare program.

(Section Continued on Next Page)

800-15 (Continued)

800-15

expended on programs for children. Such a supervisor, designed to fit into the administrative structure of rural counties and counties of special need, may be employed to:

- (a) Supervise a staff of child welfare workers or a staff of child welfare and public assistance workers.
 - (b) Confer with the county welfare director and others regarding case work problems and policies and procedures on Child Welfare programs.
 - (c) Supervise or assist in staff development programs for employees in the field of Child Welfare.
 - (d) Assist in developing improved standards of work of a staff of social workers.
 - (e) Attend and participate in group and committee discussions on Child Welfare problems.
 - (f) Supervise and conduct studies to demonstrate need for services which might be available for children in the community.
 - (g) Perform similar duties in the field of Child Welfare.
3. Partial salary of a County Child Welfare Supervisor of County Child Welfare Supervisor Grade II (if and when this classification is approved by the U. S. Children's Bureau). CWS funds may be used to pay that portion of the salary of a County Child Welfare Supervisor or County Child Welfare Supervisor Grade II (if and when this classification is approved by the U. S. Children's Bureau) represented by the amount of effort expended on programs for children. Such a supervisor, designed to fit into the administrative structure of the larger counties, may be employed to:
- (a) Plan, assign, and review the work of a staff of social workers engaged in a program relating to the care and protection of children either in their own homes or in foster placement which staff may include staff engaged in administering ANC.
 - (b) Supervise the training of a group of students from a graduate school of social work, engaged in performing field work in Child Welfare in a county welfare department.
 - (c) Interpret policies and procedures on Child Welfare or related programs to staff members.
 - (d) Confer with public officials and others regarding policies and procedures and case problems pertaining to Child Welfare or related programs.

(Section Continued on Next Page)

800-18 (Continued)

800-18

3. That upon his return to work, the employee shall be entitled to all salary increments, vacation rights, etc., to which he normally would have been entitled had he remained on the job.
4. That the educational stipend shall be for tuition, special fees, books, living expenses while at school, and transportation to and from school; that the stipend shall be paid directly to the employee by the county; and that the stipend in no instance shall be greater than the CWS salary currently established for the county plus transportation to and from school.
5. That the educational leave shall be for a stipulated period of time at a specified school.

F. CWS Educational Leave Committee

The Director of the SDSW shall appoint two educational leave committees (one to function in the North, and the other to function in the South) of five members each, consisting of representation from the SDSW, the County Welfare Directors' Association of California, and a graduate school of social work in California.

Ex-officio and secretary to the committee shall be a member of the Division of Personnel and Training of the SDSW. County welfare directors whose applications are before the committee for action may attend the committee meetings with voice, but without vote.

This committee shall perform the following functions:

1. Recommend amounts of educational stipends based upon tuitions, special fees, books, transportation to and from schools, and living costs at the schools, within the limits of the available CWS funds, and the policy set forth in foregoing paragraph E-4.
2. Select from among the applications received those counties and those employees who will benefit under this plan and establish a priority rating for each application.
3. Suggest improvements in the CWS Educational Leave plan.

(Section Continued on Next Page)

800-18 (Continued)

800-18

C. Schools and Courses of Study

Educational leaves under this plan shall be limited to graduate schools of social work which are accredited by the American Association of Schools of Social Work.

County employees granted leaves shall select only those courses which will add to their training as Child Welfare Workers or Supervisors.

D. Length of Leaves

Educational leaves may be granted:

1. For two semesters or three quarters to a person who has had no graduate work. After successful completion of one year's work at the school, the leave may be extended an additional two semesters or three quarters, if this is the recommendation of the CWS Committee on Educational Leaves;
2. For the required period of time for a person who has had some graduate school work, but who needs additional training in order to complete a year's graduate work. After successful completion of one year's work at the school, the leave may be extended an additional two semesters or three quarters, if this is the recommendation of the CWS Committee on Educational Leaves;
3. For graduates of schools of social work who with a refresher course might contribute more to a phase of the child welfare program.

E. County Employee Agreement

A written agreement must be signed by the employee and the county welfare director on a form prescribed by the SDSW which shall include the following provisions:

1. That the worker agrees to work one year (or for a period of time otherwise specified by the CWS Educational Leave Committee) in the county welfare department immediately following the educational leave. If, however, no employment is available in the county granting the leave, the worker shall agree to accept employment in any of the other Merit System counties, or to reimburse in full the amount of educational stipend received. In the event that the worker terminates employment in the county before the period of leave is satisfied, the worker shall agree to reimburse the remainder of the amount of the educational stipend as represented by the time due.
2. That the worker agrees to a review and evaluation of his performance at school by the CWS Educational Leave Committee, and further agrees to terminate his educational leave and return to his county of employment if so recommended by the committee.

(Section Continued on Next Page)

800-18 (Continued)

800-18

COUNTY EMPLOYEE AGREEMENT
RELATING TO EDUCATIONAL LEAVE WITH STIPEND
UNDER THE CHILD WELFARE SERVICES PLAN

It is hereby agreed, this _____ day of _____, 194____, between the County of _____ and _____, an employee of the Welfare Department of _____ County that the following provision shall be met in respect to the educational leave:

1. That the educational leave shall be for attendance at _____ and shall begin _____ and end _____.
2. That the educational stipend shall be \$ _____ per month, paid to the employee, and shall be for tuition, special fees, books, living expenses while at school, and transportation to and from school.
3. That upon his return, the employee shall be entitled to all salary increments, vacation rights, etc., to which he normally would have been entitled had he remained on the job.
4. That the employee shall work _____ months in the county welfare department immediately following this educational leave. If, however, no employment is available in the county, the employee shall accept employment in any of the other Merit System counties or shall reimburse in full the amount of educational stipend received. In the event the employee terminates employment in the county before the period of leave is satisfied, he shall reimburse the remainder of the amount of the educational leave stipend as represented by the time due.
5. That the employee shall submit to a review and evaluation of his performance at school by the CWS Educational Leave Committee, and further shall terminate his leave and return to the county if so recommended by the committee.

Dated _____

Employee, County of _____

Approved by the Board of Supervisors
of _____ County this _____
day of _____, 194____.

Clerk of the Board of Supervisors
of County of _____

800-18 (Continued)

800-18

G. Procedure

Applications for educational leave will be treated as follows:

1. The county welfare director shall initiate a CWS plan (i.e., narrative and contract) to provide CWS funds for an educational leave.
2. The county welfare director shall prepare a statement (this may be done before the County-State CWS agreement is made final) to the SDSW, attention of the CWS Educational Leave Committee, which shall include:
 - (a) The recommendation referred to under the heading "County Employees Eligible", paragraph B;
 - (b) The graduate school of social work and the period of time for which the leave is recommended, and evidence that the county employee meets the entrance requirements of the school of social work.
3. The secretary to the CWS Educational Leave Committee shall make a preliminary review of the material submitted by the county welfare director and request more data of the field representative or the county welfare director if such is necessary for the committee to take action.
4. The secretary shall bring to the attention of the CWS Educational Leave Committee those applications ready to be acted upon.
5. The committee shall:
 - (a) Approve or disapprove an application;
 - (b) Establish a priority rating for each application approved; and
 - (c) Recommend an educational stipend to be granted the applicant.
6. The secretary shall advise the county of the action taken by the CWS Educational Leave Committee.
7. The county welfare director shall submit to the Department of Social Welfare, Attention: Secretary to the CWS Educational Leave Committee, a signed agreement (see agreement at end of this section).
8. The secretary shall maintain contacts with the schools and bring to the committee's attention matters requiring action. (W&IC 120)

(Section Continued on Next Page)

800-24 CWS AGREEMENT BETWEEN THE SDSW AND A COUNTY
CWS

800-24

Each year the counties that wish to strengthen their public welfare program for children by using CWS shall enter into an annual agreement with the SDSW. The formal agreement shall be prepared by the SDSW, shall cover the period July 1 through June 30, shall incorporate the points of mutual agreement (see Sec. 800-15) and shall be acted upon by the county board of supervisors not later than February in order to assure that the agreement becomes a part of the Annual State Plan for the ensuing year. Amendments to CWS agreement may be made.

The County CWS Plan (see Sec. 800-15) shall be considered a part of the formal agreement inasmuch as the plan contains in detail the activities to be undertaken with CWS funds. (W&IC 120)

Eight copies of the contract shall be prepared and signed by the Clerk of the Board of Supervisors. All copies shall be forwarded to the State Department of Social Welfare in Sacramento. Signed copies of the agreement shall be returned to the area office of the State Department of Social Welfare and the county after approval has been received from the U.S. Children's Bureau. (W&IC 120)

The following is a typical agreement prepared for a Merit System county that plans to employ two CWS Workers, a County Child Welfare Supervisor, Grade I, a County Child Welfare Supervisor, Grade II (if and when the two latter classifications are approved by the U.S. Children's Bureau), and further plans to grant a CWS educational leave stipend to one of its employees:

A G R E E M E N T

between

CALIFORNIA STATE DEPARTMENT OF SOCIAL WELFARE

and

COUNTY OF _____

For the Fiscal Year Ending June 30, 19____.

THIS AGREEMENT, made this ____ day of _____, 19__, between the CALIFORNIA STATE DEPARTMENT OF SOCIAL WELFARE, the party of the first part, and the COUNTY OF _____, the party of the second part,

Witnesseth, that inasmuch as California's plan under the Child Welfare Services Section of the Social Security Act, Title V, part 3, as approved by the United States Children's Bureau, permits the state to use the funds provided under this section of the Act for payment of educational leave stipends, toward payment of salaries of child welfare personnel and for certain other expenditures designed to establish, extend, and strengthen services for children, it is hereby agreed between said parties that:

1. The party of the second part may employ two Child Welfare Services Workers under the conditions as hereinafter set forth:
 - (a) The CWS Workers shall be selected in accordance with the rules and regulations of the Merit System and shall be mutually acceptable to both parties.

(Section Continued on Next Page)

800-22 DEVELOPING A COUNTY CWS PLAN
CWS

800-22

When a county reaches a decision to utilize CWS in strengthening its program for children, a written plan shall be prepared. This plan shall be a joint enterprise of the SDSW and the county. It shall be the responsibility of the SDSW representative to forward two copies of the county plan together with eight copies of the agreement (see Sec. 800-24) to the State Department of Social Welfare, Sacramento, California.

For the county which is submitting its initial agreement, the plan shall be prepared in narrative form with the following outline used as a guide. Since the purpose of the narrative is to justify the investment of CWS funds in the county, all decisions as to the inclusion or omission of any data should be made with this purpose in mind.

I. General Description of County.

Significant historical background; population growth and distribution; extent of rural areas; chief industries.

II. County Welfare Department.

Department organization; programs carried; distribution of case loads with sufficient data to show character and volume of welfare activities relating to children; plan for supervision to be given Child Welfare Services Worker(s) and/or County Child Welfare Supervisor(s); county welfare department's role in community planning for children.

III. Evaluation of current or previous CWS programs.

Compliance of current CWS program with plan outlined in last year's agreement and narrative; specific services for children developed or strengthened through CWS; progress made toward county's long-range plan for children.

IV. Special and Other Unmet Needs for Children.

Description of immediate and long-range needs; proposals and plans for meeting these needs.

V. Specific Requests of County in CWS Agreement.

Number of Child Welfare Services Worker(s) and/or County Child Welfare Supervisor(s) and/or Child Welfare Services Educational Leave Stipends; financial arrangement for each Child Welfare Services Worker or Supervisor and for educational leave stipends; duties and responsibilities to be assigned to each Child Welfare Services Worker or Supervisor.

For the county which is submitting its renewal agreement, only those points in the suggested outline not covered in previous narratives and those points which have changed since the last narrative was submitted need be incorporated in the narrative. (W&IC 120)

- (e) The party of the second part shall pay the salary of the County Child Welfare Supervisor, Grade I, so employed subject to reimbursement by the party of the first part in the amount of 100% of the salary earned and paid for that portion of effort expended on programs relating to children. Time spent by the County Child Welfare Supervisor, Grade I, on the Children's programs as outlined in the county child welfare services plan, including those activities reimbursable from other sources, shall be fully charged to "CWS". Time spent on other than children's programs shall be charged to those respective programs.
 - (f) The party of the second part shall prepare such reports as required.
3. The party of the second part may employ a County Child Welfare Supervisor, Grade II, under the conditions as hereinafter set forth.
- (a) The County Child Welfare Supervisor, Grade II, shall be selected in accordance with the rules and regulations of the Merit System and shall be mutually acceptable to both parties.
 - (b) The salary paid shall be in accordance with the compensation plan established under the Merit System.
 - (c) The duties carried by the County Child Welfare Supervisor, Grade II, shall consist primarily of planning, directing, and supervising workers concerned with programs for children and are defined in detail in the county child welfare services plan in accordance with the provisions of the section on "Developing a County CWS Plan" in the State Department of Social Welfare Manual of Policies and Procedures.
 - (d) The County Child Welfare Supervisor, Grade II, so employed shall be considered a member of and supervised by the county welfare department and as such shall be provided with office space, stenographic service, equipment, transportation, and other necessary services and facilities, by the party of the second part.
 - (e) The party of the second part shall pay the salary of the County Child Welfare Supervisor, Grade II, so employed subject to reimbursement by the party of the first part in the amount of 100% of the salary earned and paid for that portion of effort expended on programs relating to children. Time spent by the County Child Welfare Supervisor, Grade II, on the children's programs as outlined in the county child welfare services plan, including those activities reimbursable from other sources, shall be fully charged to "CWS". Time spent on other than children's programs shall be charged to those respective programs.
 - (f) The party of the second part shall prepare such reports as required.

(Section Continued on Next Page)

800-24 (Continued)

800-24

- (b) The salaries paid shall be in accordance with the compensation plan established under the Merit System.
 - (c) The duties carried by the Child Welfare Services Workers shall be determined in accordance with the needs of the county, and shall relate to case work, community organization, and counseling services in the field of child welfare; these duties are defined in detail in the county plan for child welfare services in accordance with the provisions of the section on "Developing a County CWS Plan" in the State Department of Social Welfare Manual of Policies and Procedures.
 - (d) The Child Welfare Services Workers so employed shall be considered members of and supervised by the county welfare department and as such shall be provided with office space, stenographic service, equipment, transportation, and other necessary services and facilities, by the party of the second part.
 - (e) The party of the second part shall pay the salaries of the Child Welfare Services Workers so employed, subject to reimbursement by the party of the first part in the amount of 80% of the salaries earned and paid.
 - (f) The party of the second part shall prepare such reports as required.
2. The party of the second part may employ a County Child Welfare Supervisor, Grade I, under the conditions as hereinafter set forth.
- (a) The County Child Welfare Supervisor, Grade I, shall be selected in accordance with the rules and regulations of the Merit System and shall be mutually acceptable to both parties.
 - (b) The salary paid shall be in accordance with the compensation plan established under the Merit System.
 - (c) The duties carried by the County Child Welfare Supervisor, Grade I, shall consist primarily of planning, assigning, and reviewing the work of a staff of social workers engaged in administering child welfare programs and/or related aids and services; such duties are defined in detail in the county child welfare services plan in accordance with the provisions of the section on "Developing a County CWS Plan" in the State Department of Social Welfare Manual of Policies and Procedures.
 - (d) The County Child Welfare Supervisor, Grade I, so employed shall be considered a member of and supervised by the county welfare department, and as such shall be provided with office space, stenographic service, equipment, transportation, and other necessary services and facilities, by the party of the second part.

(Section Continued on Next Page)

**800-30 NARRATIVE REPORTS
CWS****800-30**

Each county CWS worker shall make a monthly narrative report to the county welfare director who shall submit such report in triplicate to the SDSW not later than the tenth day of the following month. These reports should cover significant developments in the community with reference to child welfare. More specifically, their purpose is:

1. To give a comprehensive picture of local conditions affecting children;
2. To accumulate facts regarding child welfare which may indicate trends or clarify issues;
3. To provide a basis for discussion of present needs and status of the county child welfare program and plans for future action;
4. To evaluate services rendered by the county CWS worker.

The narrative should be viewed as a general guide to the development of the child welfare program in the county. The nature of the report depends, in part, on the specific functions of the CWS worker as set forth in the agreement. From time to time, the narrative should show the status of the various projects in which the CWS worker is engaged. Not all services need be included in every report. At all times, flexibility in reporting is desired. The county welfare director and CWS worker may discuss with the SDSW representatives (Field Representative and State CWS Consultant) the nature and details of the narrative report for a particular area. (W&IC 115, 116)

**800-40 STATISTICAL REPORTS
CWS****800-40**

The Monthly Report on Child Welfare Services (Form CWS-9), shall be submitted in duplicate to the SDSW each month. It should include children given service by workers paid in whole or in part from state and local public funds as well as those paid in whole or in part from Federal CWS funds.

Form CWS-9 should cover the calendar month and should be submitted not later than the tenth day of the following month. (See Sec. 800-99, Forms Used in CWS) (W&IC 115, 116)

800-24 (Continued)

800-24

1. The party of the second part may grant one educational leave with stipend to a person currently employed in the county welfare department under the conditions set forth in the section on "CWS Educational Leave Plan for County Employees" in the State Department of Social Welfare Manual of Policies and Procedures. This Educational Leave Plan provides 100% reimbursement to the county for each stipend paid.

It is further agreed that this agreement expires on June 30, 19____, and may be terminated prior thereto by either party upon thirty day's notice to the other party.

The effective date of this agreement shall be the ____ day of _____
19____.

Approved by the Board of Supervisors of
____ County this ____ day of
____, 19____.

Clerk of Board of Supervisors of
County of _____

Approved by

Director
California State Dept. of Social Welfare
_____, 19____.

Note: In preparing agreements for Civil Service counties, the words, "Civil Service Commission of _____ County," shall be substituted for "Merit System" in the appropriate paragraphs.

800-49 (Continued)

800-49

Item 2. Children for whom service was initiated during month.--Enter the number of children for whom service was initiated during the month. Service is initiated when a request in behalf of a child is given individual consideration. All children given such consideration either on a long-time or short-time basis should be counted as receiving service whether or not the specific request is met.

The count for this item should include children for whom service has been terminated in a previous month and for whom service is being initiated again; and children in whose behalf a public assistance grant, administered by a "public assistance worker," has been discontinued during the period, but in whose behalf the worker has continued to provide service.

Item 3. Total children.--Enter the sum of Item 1 and Item 2.

Item 4. Children for whom service was terminated during month. -- Enter the number of children for whom service was terminated during the month. Service to a child should be considered terminated when it has been decided that no further service is to be given (for example, the child has moved away; the child no longer needs service; the worker has left the agency; is not being replaced, and another worker is not available to provide service to the children in the caseload).

The count for this item also should include children who have been receiving service but no assistance grant from a public assistance worker, and in whose behalf an assistance grant is instituted during the month.

Item 5. Children for whom service is to be continued.--Enter the number of children for whom service was not terminated by the end of the month.

A classification of the living arrangements of the children reported in Item 5 is requested in Items 5a to 5f. This classification should be made in relation of the child's usual place of care without regard to temporary absence because of visits to friends or relatives, or care in hospitals or elsewhere. (Children living with one natural parent and a step-parent or with relatives who have petitioned to adopt the child should be reported as "In home of parents" (Item 5a) or "In home of relatives" (Item 5b), respectively, regardless of the adoptive status. Children placed with unrelated individuals with the expectation that they will be adopted should be reported as "In foster home" (Item 5c).)

(Children receiving service while living in training schools or other institutions for delinquent children should be reported as "In institution" (Item 5d) rather than "Elsewhere" (Item 5e).)

(Section Continued on Next Page)

**800-43 DEFINITION. CHILDREN ACCEPTED FOR SERVICE DURING MONTH
CWS**

800-43

The report should include all children whose problems have been given individual consideration, including those receiving continued service, those referred to other agencies, and those for whom investigations are made at the request of other agencies. Children on whose behalf day-care counseling is given should be included in this report unless the service is limited to providing information. (Children receiving service in investigations made by one agency at the request of another agency, whether or not in the same county of state, should be reported on Form CWS-9.)

The county should not include children for whom service is limited to a determination or re-examination of eligibility for financial assistance, or children on whose behalf requests are made but to whose problems no individual consideration is given. (WIC 115, 116)

**800-46 GENERAL INSTRUCTIONS
CWS**

800-46

The unit of count for reporting on Form CWS-51 is the individual child under 21 years of age receiving service. If a worker's contact with a family involves service to or in behalf of all the children in the family, all the children should be counted. If service is given to or in behalf of one of a number of children, only one child should be counted. (WIC 115, 116)

**800-49 CHILDREN RECEIVING SERVICE DURING MONTH
CWS**

800-49

Item 1. Children carried forward from preceding month. Enter the total number of children for whom service was initiated in a previous month and was not terminated by the end of the preceding month. (This instruction is based on the assumption that once service to a child has been initiated the service is continued until a decision is made to terminate it.) The entry in Item 1 should be the same as that in Item 5 of the report for the previous month. (Children for whom service has been initiated but has not been terminated should be included in the reports even though the pressure of work or other circumstances may prevent the worker from having any contact in the child's behalf for several months. Termination of "inactive" cases and of "uncovered" caseloads should be accomplished through the supervisory process and, until it is decided to terminate service, the children involved in these cases should be included in the reports on Form CWS-9.)

(Section Continued on Next Page)

800-57 EXPENDITURES FOR CWS
CWS

800-57

In those counties where contracts have been approved for the employment of CWS workers, the amount of a CWS worker's salary chargeable to CWS shall be determined on the basis of effort expended. If the amount so determined is less than the amount received for CWS from the U.S. Children's Bureau, an amount equivalent to the amount received from the U.S. Children's Bureau shall be charged to OWP and the balance of the worker's salary shall be apportioned among all other programs on the basis of the effort expended excluding CWS.

The minimum amount charged to OWP shall be that amount reimbursed to the county by the SDSW from the U.S. Children's Bureau funds. In those counties where the entire cost is borne by Federal funds, the entire salary shall be included in the OWP category. (FSS-Admin.)

800-49 (Continued)

800-49

Item 5a. In home of parents.--Enter the number of children who are receiving service in the home of one or both parents, step-parents, or parents by legal adoption. Include in this item children living with one or both parents in a family or boarding home.

Item 5b. In home of relatives.--Enter the number of children who are receiving service in the home of a relative of the child whether or not the degree of relationship involves legal responsibility for the child's support.

For the purpose of this report, the term "relative" includes brother, sister, aunt, uncle, niece, nephew, grandfather, grandmother, great-grandfather, great-grandmother, great uncle, great aunt, whether such relationships are by blood, marriage, or adoption.

Item 5c. In foster home.--Enter the number of children who are receiving service in family homes other than those of parents or relatives as defined in Items 5a and 5b. Include in this item children living in homes used for short-time as well as for long-time care. This count should include children living in free, boarding, and work or wage homes. Children placed in homes with the expectation that they will be adopted should be included in this count.

Item 5d. In institution.--Enter the number of children who are receiving service in child-caring institutions. Do not include in this item children in maternity homes, institutions for the mentally or physically handicapped, hospitals, correctional or custodial institutions, and related institutions. Such children should be reported in Item 5e.

Item 5e. Elsewhere.--Enter the number of children who are receiving service in places other than those listed in Item 5a to 5d, inclusive. This count will include, for example:

- (1) Children in boarding schools.
- (2) Children in maternity homes.
- (3) Children in institutions for the mentally or physically handicapped and in hospitals and related institutions such as preventoria and sanatoria.
- (4) Children who have established independent living arrangements.

Item 5f. Unknown.--Enter the number of children whose exact whereabouts are unknown but who are known not to be living at home, with relatives, in foster homes, or in institutions. (W&IC 115, 116)

**800-65 PARTIAL MONTH CLAIM
CWS**

800-65

In determining the amount of a claim covering salary of a CWS worker for a portion of a month, the rate is computed on the actual number of days in the month.

Example: Salary was paid to a county CWS worker at the rate of \$150 a month for ten days in January. According to the agreement between the county and the SDSW, the state reimburses the county at the rate of \$120 of the \$150 salary, or a 4/5 portion. The county pays the remaining 1/5.

$$\begin{aligned} 10/31 \times \$150 &= \$48.39 \text{ amount paid worker by county} \\ 4/5 \times \$48.39 &= \$38.71 \text{ amount of claim made by county} \end{aligned}$$

(See Example, Form CWS 1) (SBC)

**800-75 STATE AUDIT OF CLAIMS
CWS**

800-75

CWS claims are audited to records and agreements in the office of the SDSW, and are forwarded to the State Controller's Office for payment. Warrants are payable to and are forwarded to the county treasurer. (SBC)

**800-85 CLAIM CORRECTIONS
CWS**

800-85

Counties are notified, by means of a claim correction letter, of corrections and changes in amounts which have been made during the audit of claims in the SDSW office. The reason for each correction or change is stated. (SBC)

800-60 CWS CLAIMS AND FINANCIAL FORMS
CWS

800-60

CWS claims are filed to secure reimbursement to the county for salary or salary and traveling expenses of workers in accordance with the terms of the CWS agreement between the county and the SDSW (See Sec. 800-20, Agreements). The following form is used:

CWS 1, Monthly Claim, for Federal Grant for Child Welfare Services Covering Salary or Salary and Traveling Expenses of County Worker.

Traveling expenses of CWS county workers may be claimed only when the approved agreement between the county and the SDSW specifically provides for Federal participation in such expenses.

All CWS claims shall be submitted to the SDSW in duplicate as soon as possible after the end of the month for which such expense claims are made. The ability of the SDSW to submit quarterly statements of expenditures, as required by the Federal Government is dependent upon prompt submission of claims by participating counties. (See Form CWS 1 in Sec. 800-99, Forms Used in CWS.) (W&IC 116, 120; SBC)

800-99 (Continued)

800-99

State of California

Department of Social Welfare

MONTHLY STATISTICAL REPORT ON CHILD WELFARE SERVICES

County XXX Report for Month of February 19 48Coverage: Federal CWS only ☐ Federal CWS and other ☐ County only ☐

A. Children Receiving Service During Month

Number

1. Children carried forward from preceding month (Item 5 of previous report)	<u>18</u>
2. Children for whom service was initiated during month	<u>7</u>
3. Total children (Item 1 plus Item 2)	<u>25</u>
4. Children for whom service was terminated during month	<u>4</u>
5. Children for whom service is to be continued. (Item 3 minus 4; sum of Item 5a through 5f)	<u>21</u>
Whereabouts of children on last day of month (Item 5)	
(a) In home of parents	<u>12</u>
(b) In home of relatives	<u>3</u>
(c) In foster home	<u>4</u>
(d) In institution	<u>1</u>
(e) Elsewhere	<u>1</u>
(f) Unknown	<u> </u>

(Signature of Person Reporting)

Jane Doe

(Title)

Clark

(Date)

March 1, 1948

CHILD WELFARE SERVICES

800-99

800-99 FORMS USED IN CWS
CWS

800-99

FORM CWS 1, REVISED JANUARY, 1948
State of California
Department of Social WelfareSubmit in Triplicate to
State Department of Social Welfare
SacramentoMONTHLY CLAIM FOR FEDERAL GRANT FOR CHILD WELFARE SERVICES
COVERING SALARY OR SALARY AND TRAVELING EXPENSES OF COUNTY WORKER
TO Sacramento COUNTY, DR.For Child Welfare Services
FOR THE MONTH OF January 1948 FISCAL YEAR

READ THIS AFFIDAVIT CAREFULLY (Do not write in this space)

AMOUNT DUE FROM FEDERAL FUNDS FOR ADMINISTRATION OF THE CHILD WELFARE SERVICES PROGRAM

(1) WARRANT NUMBER	(2) NAME	(3) CLASSIFICATION TITLE	(4) TIME EMPLOYED*			(5) RATE	(6) TOTAL AMOUNT PAID WORKER FOR (A) SALARY (B) TRAVEL (C) EDUCATIONAL STIPEND	(7) AMOUNT CLAIMED FROM FEDERAL FUNDS
			FROM	TO	NO. OF DAYS OR HOURS			
506	Jane Smith	Child Welfare Services Worker	1	31	31	245 00	245.00 (A)	196.00
NOTE: OFFICE SPACE, EQUIPMENT, STENOGRAPHIC SERVICES AND TRANSPORTATION WERE FURNISHED BY Sacramento COUNTY DURING THE MONTH OF January 1948.								
* If time is for broken time, list the dates and the days for which employee actually worked. If on an hourly basis, list the dates and the hours worked.								
TOTAL AMOUNT CLAIMED FOR CHILD WELFARE SERVICES								\$196 00

STATE OF CALIFORNIA } ss.
COUNTY OF Sacramento }

Alvin Doe Being duly sworn, deposes and says: That he is the county official responsible for administration of the Child Welfare Services Program in and for the said county; that the above payroll or payroll and charges covering traveling are correct; that the work for which payment is shown was actually performed during the month as specified; that the individuals whose names are set forth herein were employed to perform such services in accordance with agreement, and that all the provisions of the contract governing such employment have been fully complied with and that the said individuals have each received the amounts set opposite their respective names and that the claim is in accordance with the contract with the State Department of Social Welfare under Title V, Part 3 of the Social Security Act.

SUBSCRIBED AND SWORN TO BEFORE ME THIS 5th
DAY OF February, 1948Mae Moore
Deputy County Clerk

Signature of Director or Official in charge of County Relief

TITLE County Welfare Director

APPROVED Richard Roe
CHAIRMAN, BOARD OF SUPERVISORS

I HEREBY CERTIFY, that warrants totaling the amount shown have been issued to the persons listed above.

Sue Doe
COUNTY AUDITOR

FOR STATE USE ONLY

I hereby certify that to the best of my knowledge the Child Welfare Services program in operation in the county is in conformity with the approved contract with the U.S. Children's Bureau and that the claim is proper.

DATE

CHIEF, DIVISION OF CHILD WELFARE

I hereby certify that this claim is in conformance with the ADMINISTRATIVE EXPENSE WORK SHEET FOR ALLOCATION OF EXPENDITURES BASED ON RESULTS OF TIME RECORDING: FOR SALARIES AND WAGES ONLY (Form DFA-64), and/or FOR MAINTENANCE AND OPERATION AND CAPITAL OUTLAY (Form DFA-64A), and that the signatures of the county officials are authentic and in order.

DATE

SUPERVISOR, BUREAU OF AUDITS

I hereby certify that the person(s) whose name(s) is (are) set forth herein was (were) employed in accordance with either (1) The Rules for a Merit System of Personnel Administration of the State Public Assistance and Child Welfare Services Plans of the State of California or (2) Rules and Regulations of the Civil Service Commission of the county in which the person(s) is (are) employed, and that each individual is entitled to the rate set opposite his name, and that the salary(ies) is (are) in the range(s) as approved by the Federal Children's Bureau.

DATE

DEPARTMENTAL PERSONNEL OFFICER

I hereby certify that this claim is in conformance with the Child Welfare Services agreement; that there are sufficient Federal Funds available in the Social Welfare Fund, Reserve for Child Welfare Services to finance this expenditure and that this expenditure is in accordance with the current budget provisions as approved by the Federal Children's Bureau and as approved by the Bureau of Budgets and Accounts of the State Department of Finance.

DATE

DEPARTMENTAL ACCOUNTING OFFICER

(Section Continued on Next Page)

MAIN OFFICE
SACRAMENTO
616 K STREET
(14)

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET
(13)

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET STREET
(3)

Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG

DIRECTOR

Sacramento 14
January 28, 1948

SOCIAL WELFARE BOARD

BEN KOENIG, CHAIRMAN
1680 NORTH VINE STREET
LOS ANGELES

MRS. RUBY BACIGALUPI
1870 JACKSON STREET
SAN FRANCISCO

JOHN C. CUNEO
922 J STREET
MODESTO

GERALD C. KEPPLER
135 NORTH BRIGHT AVENUE
WHITTIER

REV. THOMAS H. MARKHAM
409 NATIVE SONS' BUILDING
SACRAMENTO

JOHN T. MARTIN
1170 SEVENTH AVENUE
SAN DIEGO

MRS. JESSIE S. WILLIAMSON
2816 OAK KNOLL TERRACE
BERKELEY

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

FILED

in the office of the Secretary of State
of the State of California

JAN 29 1948

IN REPLY PLEASE REFER
TO:

At 9.30 o'clock 9. M.

FRANK M. JORDAN, Secretary of State

My dear Mr. Jordan:

By *Robert J. Jordan*
Assistant Secretary of State

Attached are three copies of regulations issued by the State Department of Social Welfare and which were rescinded by the following action taken by the State Social Welfare Board on January 22, 1948:

"It was moved by Mr. Cuneo, seconded by Father Markham, and carried, that the State Social Welfare Board rescind (effective immediately upon filing with the Secretary of State, since this has been found necessary for the immediate preservation of the public peace, health and safety or general welfare, and notice and public procedure thereon are impracticable, unnecessary, or contrary to the public interest), Division of Child Welfare Memo No. 40 (Revised), re: Approval of Building Plans for Institutions for Aged and Children, which was issued May 1, 1946"

These regulations were rescinded by the Social Welfare Board pursuant to powers conferred upon it under Sections 103, 103.5, 103.6, and 114b of the Welfare and Institutions Code and are filed in accordance with provisions of Section 11381 of the Government Code.

Very sincerely yours,

Charles M. Wollenberg
CHARLES M. WOLLENBERG, Director
Department of Social Welfare

468:b5
Attachments

Rescinded
Certified as a Regulation or as
Regulations) of the

Dept of Social Welfare
(Name of State Agency)

M. A. [Signature]
(Signature)

Director
(Title)

1-28-48
(Date)

FILED

in the office of the Secretary of State
of the State of California

STATE DEPARTMENT OF SOCIAL WELFARE
Office Memorandum

JAN 29 1948

At 9.30 o'clock 9. M.

FRANK M. JORDAN, Secretary of State

By

Robert Jordan
Assistant Secretary of State

From: Division of Child Welfare

Place and Date: Sacramento
May 1, 1946

Subject: Approval of Building Plans for
Institutions for Aged and
Children

Division of Child Welfare Memo No. 40 (Revised)

This will rescind Division of Child Welfare Memorandum No. 40, issued November 8, 1944.

Under Section 121 of the Welfare and Institutions Code those facilities under the licensing jurisdiction of the State Department of Social Welfare which house recipients of State aid, are required to submit blueprints of building plans for approval for new buildings, or additions to existing buildings.

Sections 1621 and 2301 give to the State Department of Social Welfare authority to make rules and regulations for the performance of any service, or government of any institution, under Sections 1620 and 2300. Therefore, under these sections institutions are required to submit building plans for alterations to existing buildings and building plans for new buildings, to the State Department of Social Welfare.

Consultant service shall be given institutions in terms of not only the suggested plans of the institution but also in terms of preferable plans in view of the contemplated function of the institution in question, and modern trends in care, whether it be for aged persons or children. To be effective, consultant service should precede the actual submission of the blueprints of the final building plans.

Procedure:

The following steps are to be followed though not necessarily in the sequence given:

1. For new buildings and additions or changes to existing buildings, four copies of the blueprints shall be submitted to the district office of the State Department of Social Welfare.
2. Institutions may be asked to secure assurance of conformity with local health, safety and zoning ordinances before submission of blueprints, or this may be secured by the State staff.
3. Review of the plans for approval from a social viewpoint, shall be made by the State Department of Social Welfare staff in the district office.
4. The four copies of the building plans shall be transmitted to the local office of the State Fire Marshal for approval.
5. Three sets shall be returned to the district office of the State Department of Social Welfare by the State Fire Marshal with either a stamp of approval or notification in writing to the State Department of Social Welfare as to the reason why approval can not be given, and suggested changes.

6. Three sets of plans, after steps 1, 2, 3, and 5 have been completed, shall be forwarded to the Division of Child Welfare with recommendation for approval or disapproval.

7. After review, the stamp of approval shall be affixed by the Division of Child Welfare in Sacramento, and the three sets of plans returned to the district office.

8. Two sets of the plans shall be returned to the institution with explanation that one set should be filed in the local office where building permits for the local community are issued.

9. When the building has been completed and the remaining set of plans is no longer needed in the district office, it shall be returned for filing in the Division of Child Welfare.

Guides for Preparing Plans:

Where the operator is submitting plans for a new building, or for major alterations in existing ones, these guides should be followed in preparing blueprints.

1. The architect drawing up plans should follow the provisions of the Uniform Building Code.

2. Plans submitted should include a plot plan to scale showing the location of the proposed building, other property located within fifty feet, the nearest property line, the street intersection, and any pertinent information which would assist in locating the proposed building on the property.

3. Blueprints should include a complete floor plan of the proposed building, indicating all exit facilities such as stairways, ramps and doors. The direction of the swing of doors, width of corridors, and width of doors and windows should be shown.

4. If heating equipment is to be installed in the basement, a detailed plan of this area with the type of equipment to be used, method of venting, and type of fuel is necessary. In all instances the location of the heating equipment and first aid fire-fighting equipment should be indicated in the plans.

5. A brief, concise statement on the face of the blueprints is needed to describe general building construction specifications. For example: Exterior walls, one hour metal lath and stucco; interior walls, metal lath and 3/4" plaster; floors, concrete slab; roof, Class C asbestos shingles, etc.

Where Plans Not Required:

Where the operator desires to make minor alterations in existing buildings, plans need not be submitted to the State Department of Social Welfare for approval.

Where the operator desires to make minor alterations in building plans which have already been approved by this Department, these need not be submitted to the State Department of Social Welfare for approval again.

However, in both instances, operators should notify this Department of changes to be made in order that there may be an opportunity to decide whether or not these are of a minor nature.

Certified as a Regulation (or as
Regulations) of the

Dept of Soc. Welfare
(Name of State Agency)

C. M. Wallenberg
(Signature) ₆

Director
(Title)

2-20-48
(Date)

MAIN OFFICE
SACRAMENTO
616 K STREET
(14)

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET
(13)

SAN FRANCISCO OFFICE
GRAYSTONE BUILDING
948 MARKET STREET
(3)

Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento 14
February 20, 1948

SOCIAL WELFARE BOARD

BEN KOENIG, CHAIRMAN
1680 NORTH VINE STREET
LOS ANGELES

MRS. RUBY BACIGALUPI
1870 JACKSON STREET
SAN FRANCISCO

JOHN C. CUNEO
922 J STREET
MODESTO

GERALD C. KEPPLER
135 NORTH BRIGHT AVENUE
WHITTIER

REV. THOMAS H. MARKHAM
409 NATIVE SONS' BUILDING
SACRAMENTO

JOHN T. MARTIN
1170 SEVENTH AVENUE
SAN DIEGO

MRS. JESSIE S. WILLIAMSON
2816 OAK KNOLL TERRACE
BERKELEY

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

FILED

In the office of the Secretary of State
of the State of California

FEB 24 1948

IN REPLY PLEASE REFER
TO:

At 2 o'clock M.

FRANK M. JORDAN, Secretary of State

By

Assistant Secretary of State

My dear Mr. Jordan:

Attached are three copies of regulations issued by the State Department of Social Welfare in Department Bulletins Numbers 316 (WS) and 317 (WS). The regulations were adopted by the State Social Welfare Board pursuant to the powers conferred upon by the Welfare and Institutions Code under Sections 103 and 120 and are being filed in accordance with provisions of Section 11381 of the Government Code.

These regulations are to be effective immediately upon filing with the Secretary of State since this has been found necessary for the immediate preservation of the public peace, health and safety or general welfare, notice and public procedure thereon being impracticable, unnecessary or contrary to the public interest.

Very sincerely yours,

C. M. Wollenberg

CHARLES M. WOLLENBERG, Director
Department of Social Welfare

RECEIVED
SACRAMENTO, CALIF.

1948 FEB 24 PM 1 43

468:b5

Attachment

FRANK M. JORDAN
SECRETARY OF STATE

CHARLES M. WOLLENBERG
Director

EARL WARREN
Governor

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
616 K STREET
SACRAMENTO 14

January 30, 1948

FILED

In the Office of the Secretary of State
of the State of California

FEB 24 1948

At 2 o'clock P. M.

FRANK M. JORDAN, Secretary of State

By *Frank M. Jordan*
Assistant Secretary of State

DEPARTMENT BULLETIN NO. 317 (WS)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

Subject: Revised Instructions on
Monthly Statistical
Report, Form WS-6

Because of the limited funds available and the approaching termination of the Civilian War Assistance Program, the Federal Social Security Administration is requiring that additional information be furnished with the statistical reports on this program effective with reports covering the month of January 1948.

Expenditures reported in Items 7 and 7a through 7d on Form WS-6, Monthly Statistical Report on Civilian War Assistance, shall include only obligations incurred for the month covered by the report. Expenditures during the month for prior months shall be shown in a footnote which indicates the month or months to which they apply and the number of cases involved.

The number of cases reported in Item 5 shall include only those receiving assistance reported in Items 7 and 7a through 7d.

In addition, there shall be shown on the reverse of Form WS-6 (or in an attachment) the following information re each case reported in Section B:

Case name and expenditures, showing total expenditures and amount for each object; i.e., maintenance, transportation, other (specify).

These instructions supplement and/or supersede those contained in Sec. WS 40-25 and WS 40-30, War Services Handbook.

Very sincerely yours,

Charles M. Wollenberg

CHARLES M. WOLLENBERG, Director
Department of Social Welfare

Certified as a Regulation (or as
Regulations) of the

Dept of Soc. Welfare
(Name of State Agency)

C. M. Willenberg
(Signature) *CE*

Director
(Title)

2-20-48
(Date)

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE

616 K STREET
SACRAMENTO 14

January 30, 1948

701c 120, 120.5
FILED

In the office of the Secretary of State
of the State of California

FEB 24 1948

At 2 o'clock P. M.

FRANK M. JORDAN, Secretary of State

By *Frank M. Jordan*
Assistant Secretary of State

Subject: Civilian War Assistance Pro-
gram--Final Date for
Submission of Civilian War
Assistance Claims and Estimate
of Future Expenditures

Because of the necessity to allocate the limited Federal funds for Civilian War Assistance to the various states on the basis of need, the Federal Social Security Administration under date of January 26, 1948, has issued instructions regarding the acceptance and payment of claims.

Under Department Bulletin No. 313 (WS), you were advised of the kinds of expenditures authorized after October 31, 1947.

All unclaimed obligations incurred prior to November 1, 1947, and all unclaimed obligations incurred under Department Bulletin No. 313 (WS) from November 1, 1947, to December 31, 1947, must be registered with the State Department of Social Welfare by February 29, 1948, and the corresponding claims must be received by the Department by March 31, 1948. Federal reimbursement for claims not so registered and filed will not be permissible.

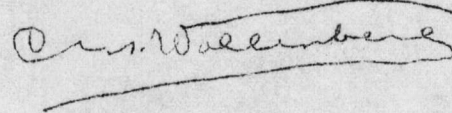
In order to effect the above-mentioned registration, each county will submit as soon as possible on the attached Form WS-13, to be received by State Department of Social Welfare no later than February 29, 1948, the following information for each person for whom a claim is still to be made: case name, type of service rendered, period for which service was rendered, and the amount which still remains to be claimed in respect to obligations incurred prior to January 1, 1948. There will also be shown on the form, individually for each case so registered or for any additional cases, the estimated and/or unclaimed expenditures under Department Bulletin No. 313 (WS), including assistance and the cost of transportation to the port of debarkation, for the period January 1, 1948, to June 30, 1948, inclusive.

No administrative costs will be allowed after the month in which the last case is closed. Administrative costs incurred prior to the closing of the last case will be honored to the limit of available funds.

Counties are requested to submit to the Department of Social Welfare on Form WS-13, an accurate estimate of Administrative costs allocated to the Civilian War Assistance Program, separately for each of the six months, January to June, 1948, inclusive.

Funds allotted to the State of California will be based upon the above estimates and lists of unclaimed obligations incurred, received by the Department of Social Welfare on or before February 29, 1948. Completeness is therefore essential.

Very sincerely yours,

A handwritten signature in cursive script, reading "C. M. Wollenberg", underlined.

CHARLES M. WOLLENBERG, Director
Department of Social Welfare

Attachments - Form WS-13

County of _____

Date Prepared _____

- January \$ _____ February \$ _____ March \$ _____

April \$ _____ May \$ _____ June \$ _____

- | Case Name | Type of Service | Period in which Service Rendered | Amount of Unclaimed Obligations Incurred for Periods Prior to January 1, 1948 | Unclaimed Costs for Period January 1, 1948 to June 30, 1948 | |
|-----------|-----------------|----------------------------------|---|---|---|
| | | | | Unclaimed Obligations Incurred | Estimate of Future Obligations To Be Incurred |
| | | | | | |

Prepared By _____

Title _____

Form WS-13, January, 1948

County of _____

Date Prepared _____

- January \$ _____ February \$ _____ March \$ _____

April \$ _____ May \$ _____ June \$ _____

- | Case Name | Type of Service | Period in which Service Rendered | Amount of Unclaimed Obligations Incurred for Periods Prior to January 1, 1948 | Unclaimed Costs for Period January 1, 1948 to June 30, 1948 | |
|-----------|-----------------|----------------------------------|---|---|---|
| | | | | Unclaimed Obligations Incurred | Estimate of Future Obligations To Be Incurred |
| | | | | | |

Prepared By _____

Title _____

Form WS-13, January, 1948

County of _____

Date Prepared _____

- January \$ _____ February \$ _____ March \$ _____

April \$ _____ May \$ _____ June \$ _____

- | Case Name | Type of Service | Period in which Service Rendered | Amount of Unclaimed Obligations Incurred for Periods Prior to January 1, 1948 | Unclaimed Costs for Period January 1, 1948 to June 30, 1948 | |
|-----------|-----------------|----------------------------------|---|---|---|
| | | | | Unclaimed Obligations Incurred | Estimate of Future Obligations To Be Incurred |
| | | | | | |

Prepared By _____

Title _____

Form WS-13, January, 1948

MAIN OFFICE
SACRAMENTO
616 K STREET
(14)

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET
(13)

SAN FRANCISCO OFFICE
GRAYSTONE BUILDING
948 MARKET STREET
(3)

Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento 14
February 27, 1948

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

SOCIAL WELFARE BOARD

BEN KOENIG, CHAIRMAN
1630 NORTH VINE STREET
LOS ANGELES

MRS. RUBY BACIGALUPI
870 JACKSON STREET
SAN FRANCISCO

JOHN C. CUNEO
922 J STREET
MODESTO

GERALD C. KEPPLER
135 NORTH BRIGHT AVENUE
WHITTIER

REV. THOMAS H. MARKHAM
409 NATIVE SONS' BUILDING
SACRAMENTO

JOHN T. MARTIN
1170 SEVENTH AVENUE
SAN DIEGO

MRS. JESSIE S. WILLIAMSON
2815 OAK KNOLL TERRACE
BERKELEY

IN REPLY PLEASE REFER
TO:

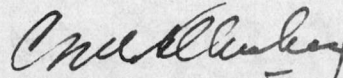
My dear Mr. Jordan:

Attached are three copies of the following regulations made by the State Department of Social Welfare:

MANUAL OF INSTITUTIONAL AUDITS REVISIONS

These regulations were adopted by the State Social Welfare Board pursuant to the powers conferred upon it by the Welfare and Institutions Code under Sections 103, 103.5, 103.6, and 114b and are filed in accordance with provisions of Section 11381 of the Government Code.

Very sincerely yours,



CHARLES M. WOLLENBERG, Director
Department of Social Welfare

468:b5
Attachment

Certified as a Regulation (or as
Regulations) of the

Dept of Justice Insular
Affairs

(Name of State Agency)

Chas. B. ...

(Signature)

Alverson

(Title)

2/27/48
(Date)

State of California
DEPARTMENT OF SOCIAL WELFARE
Bureau of Audits

MANUAL
OF
POLICIES AND PROCEDURES
INSTITUTIONAL AUDITS

FILED

in the office of the Secretary of State
of the State of California

FEB 27 1948

At 4.00 o'clock P. M.

FRANK M. JORDAN, Secretary of State

By *Robert Jordan*
Assistant Secretary of State

Prepared by the Section Conducting Audits of Private Institutions
Sacramento, California February 20, 1948

IIA - AUDIT PROCEDURES
200. AGED LIFE CARE HOMES

200.14 (continued)

by contact with the depository. The payroll ledger should also be scrutinized to see that withholding taxes for Federal income taxes are being deducted. A test-check of two months of salary and wage payments is recommended in order to be satisfied that no irregularities exist.

200.15 Accounts Receivable: The number of receivables (charge accounts) found in life care homes is small and is usually confined to balances due on life memberships, board and room, and purchases made by the home for guests. These accounts should be examined in order to determine which accounts are uncollectible or are in the doubtful category. A schedule should be prepared giving the names of the debtors, amounts owing the home, and any appropriate comments relative to the account's collectibility.

200.16 Notes Receivable: All notes receivable held by the home should be inspected and the balances due as of the end of the period under audit checked with the makers.

* Notes receivable secured by first trust deeds or first mortgages
* constitute legal investments for the funds of savings banks of
* California. Therefore, they may be considered for reserve purposes
* in accordance with Section 2351b of the Welfare and Institutions
* Code provided the requirements of the State Superintendent of Banks
* are met as follows:

- * a. A policy of title insurance must be in force.
- * b. A first trust deed or first mortgage indicating recordation
- * in official county records must be available for inspection.
- * c. An appraisal report covering the property subject to loan
- * must be available for inspection.
- * d. The loan value must be checked to see that it is within 60%
- * of the appraised value of the property involved.
- * e. The property must be covered adequately by insurance at
- * least in an amount equalling the loan value.
- * f. The insurance policy must contain a clause indicating the
- * payment of loss or damage claims to the mortgagee.
- * g. The note must indicate payment to the mortgagee.
- * h. The note must be properly executed and signed.
- * i. The balance due on the note must be verified by direct
- * contact with the mortgagor unless this verification has
- * been made by a C.P.A. for the period under audit.

200.16a Schedule of Notes Receivable: A schedule of notes receivable should be prepared using the following columnar captions:

Name of maker

IIA - AUDIT PROCEDURES
200. AGED LIFE CARE HOMES

200.16a (continued)

Date of note
Date of maturity
Interest rate
Original amount of note
Principal, end of period
Remarks

Appropriate comments about the collectibility of the note should be noted under "remarks."

The schedule should indicate in separate groups the notes which are secured by other property and those which are not; the nature of property mortgaged to secure the note; The address, if real property, should be included in the comments.

200.17 Investments: The verification of investments owned by a home is one of the most important phases of the investigation of the financial affairs of a life care institutions. Ordinarily, an inventory is required of all securities belonging to an institution which are to cover the necessary life care reserve. This can be accomplished by contacting the proper home officials who will accompany the auditor to the safety deposit vault where the securities are generally kept. A duplicate examination will not be necessary if a report is available by a certified public accountant which indicates that all investments owned by the home have been verified.

IIA - AUDIT PROCEDURES
200. AGED LIFE CARE HOMES

* 200.32a6	Schedule Arrangement, Amount Available From	
* Life Care Reserves:	This schedule in summary form is	
* arranged as follows:		
* Necessary reserve beginning of period		
* (from prior report)		\$ 423,601.04
* Add: Necessary reserve, members attaining		
* life care status during period (detail)		62,499.87
		<u>\$ 486,100.91</u>
* Deduct: Necessary reserve for the entire		
* group end of current period		
* (detail, Resident Schedule)		\$ 410,138.76
* Total Amount Available for Operations		<u>\$ 75,962.15</u>

Attention is again called to this arrangement which is used only in follow-up studies. For initial studies, The detail for both beginning and ending reserves must be shown as explained in Section 200.32a4.

In the event the ending reserve exceeds that of the beginning, caused by an abnormal increase in the per capita cost, the difference is carried to the statement of operating costs under the caption "other costs."

200.32a7 Amount Available from the Reserve for Revocable Contracts: This is determined in the regular manner; that is, the necessary reserve at the beginning of the period (based upon the per capita cost excluding depreciation times the annuity factor) less the necessary reserve at the end of the period. Revocable contracts are not considered subject to Sections 2350-2360 of the Welfare and Institutions Code. (AGO NS 4353.)

200.32b Amount Available from the Reserve for Annuitants: The amount available from this type of reserve represents the annual diminishment thereof as the annuitant grows older. The annual amount paid by the home to the resident times the annuity factor which applies, represents the reserve. The beginning reserve minus the ending reserve equals the amount available for operation. The net amount remaining is shown on the statement of income under the caption "Amount Available from the Reserve for Annuitant. Note that annuity payments are not to be considered as costs of operations; that is, they are not to be included in the per capita cost calculation. These payments are to be shown on the Statement of Costs of Operations under the caption "Other Costs".

200.32c Income from Monthly Boarders: A detailed statement of income from monthly boarders is required only in exceptional cases. Ordinarily the total figure shown in the home's records after verification is acceptable without showing details.

IIA - AUDIT PROCEDURES
200. - AGED LIFE CARE HOMES

A worksheet analysis is advisable in order to eliminate payments of board and room which have been applied as credits on the purchase of life memberships or in cases where prepayments of board and room have been made.

200.32d Income from Outside Real Estate: The figure showing income from outside real estate in the Home's records is acceptable without detailed verification. Expense of maintaining outside real estate should be applied against income and if an excess in favor of income results, it should be shown on the Statement of Income under "other income." If the computation indicates a loss, it should be shown on the statement of costs of operations under the caption "other expense." Expense of maintaining outside real estate should not be included in operating costs on which the per capita cost determination is made.

200.32e Gain or Loss on Sale of Life Memberships: A schedule should be prepared indicating whether life memberships sold during the period under review reflected a gain or loss compared to the probable cost of care. Guests serving their probationary period are not included in the schedule prepared currently. They must receive consideration, however, on the schedule prepared during the subsequent period when life care status has been attained.

An informational schedule may be prepared showing gain or loss on the sale of life memberships covering probationers. This gain or loss should not be taken into consideration on income or expense schedules covering current operations.

Allowance must be made on the Schedule of Gain or Loss on Sale of Life Memberships for the probationary period when figuring the residents' probable future cost of care. If the resident, born 4/15/74, entered the home 8/1/44, subject to three months' probation, he would not attain life care status until 11/1/44. The latter date should be used in determining the resident's age which in this instance would be 70 years, 6 months and 16 days. The applicable annuity factor would be 7.516 (male, age 71).

If a loss is reflected on the Schedule of Gain or Loss on Sale of Life Memberships, the amount of loss should be stated on the Statement of Costs of Operations under the caption "Other Costs." This item is not to be included in the costs of operations upon which the per capita cost calculation is based. Note the handling of this item on the Condensed Statement of Income and Expense as explained in Section 200.33a.

200.32e1 Columnar Captions: The columnar captions of this schedule are listed as follows:

- * Name of guest
- * Age on attaining life care status
- * Annuity factor @ 2 1/2%
- * Amount paid for life care
- * Probable cost of care
- * Probable gain or loss

IIA - AUDIT PROCEDURES
200. - AGED LIFE CARE HOMES

200.32g Other Operating Accounts: Other accounts reflecting income and expenses will be encountered from time to time but those commented upon in the previous paragraphs are typical and will be part of practically every financial study covering a life care institution.

200.33 Condensed Statement of Income and Expenditures: This statement is prepared for each report covering the operations of the fiscal period and represents a summary of income and expenditures. The difference between the summary of income items and expense items is referred to as "excess income" or "excess expenditures" as the case may be. The expression "Profit and Loss" is not recommended inasmuch as benevolent non-profit institutions are covered by audits under the jurisdiction of sections 2350-60 of the Welfare and Institutions Code.

200.33a Arrangement of Items: The following arrangement of items comprising this schedule is recommended:

Condensed Statement of Income and Expenditures:

<u>Operating Income:</u>		
General Income (Section reference)		_____
Available from Reserves (Sec. ref.)		_____
Total		_____
Entrance Fees (Section reference)		_____
Less Prob. Cost of Care (Sec.ref.)	_____ (a)	_____
Total Operating Income		_____
<u>Operating Costs (incl. depr.) (Sec.ref.)</u>		_____
Excess operating costs (or income)		_____
Other Income (Section reference)		_____
Other Costs " "		_____
Excess all costs (or income)		_____
(a) If this figure should be a deduction (loss on contracts sold), report in the same place and deduct from income.		

200.34 Reserves and Probable Cost of Care: The last two columns in the schedule of residents have been provided for computing the probable cost of care and necessary reserve for each life care resident in the home the last day of the period under audit.

200.34a Probable Cost of Care Computation: The probable cost of care of each guest is determined by multiplying the annuity factor (7th column), by the annual per capita cost including depreciation. The per capita cost used in computing probable costs of care shall be based upon a three year average of per capita costs. This procedure was adopted in order to avoid an overstatement of future costs of care and necessary reserves due to abnormal increases in current per capita costs caused by inflated costs of operations.

IIA - AUDIT PROCEDURES
200. - AGED LIFE CARE HOMES

200.34b Necessary Reserve Computation: The necessary reserve for life care is arrived at by multiplying the annuity factor by the annual per capita cost excluding depreciation. It has been found helpful to write both per capita costs in pencil under the columnar captions for ready reference when making the individual calculations.

Instructions contained in Section 200.34a, second paragraph, apply here also, except that necessary reserves are involved in the computations.

200.34c Value of Use of Buildings and Equipment Based Upon Depreciation: Upon totaling the items in the probable cost of care column and those in the necessary reserve, it will be noted that the total probable cost of care exceeds that of the necessary reserve by a considerable amount. This is because the items in the former amount include the per capita cost of depreciation. The difference between the totals of these columns represents "the value of use of buildings and equipment based on depreciation" This amount is carried to the balance sheet under the detail of

- * "reserve for cash cost of care", broken down to show the
- * portion applicable to the reserve for residents admitted prior
- * to September 19, 1939, and the portion applicable to the reserve
- * for residents admitted after September 19, 1939. Example:

* Reserve for cash cost of care:			
* Residents who entered prior to			
* 9/19/39			
		\$74,405.32	
* Value of Use of Buildings and			
* Equipment			
		<u>7,335.50</u>	\$81,740.82
* Residents who entered after			
* 9/19/39			
		\$17,585.48	
* Value of Use of Buildings and			
* Equipment			
		<u>1,733.73</u>	19,319.21
* Total Reserve for Probable Future Cost of			
* Care			
			<u>\$101,060.03</u>

200.34d Reserves for Payment of Life Annuities: Several homes within the State enter into annuity agreements with their residents. They accept lump sum deposits for which the homes agree to pay the residents a stipulated sum. These payments are generally made once a month. Reserves must be set up for transactions of this kind which must be covered by securities legal for the investment of funds of savings banks. This is a requirement of the Insurance Code which is under the jurisdiction of the State Department of Social Welfare insofar as benevolent, non-profit institutions subject to licensing and certification provisions of the Welfare and Institutions Code are concerned.

IIA - AUDIT PROCEDURES
200. - AGED LIFE CARE HOMES

200.34d (continued)

In order to determine the reserve necessary for an individual annuitant, multiply the annuity factor by the annual payment made by the home to the resident.

Example: Resident is to receive 5% of \$5,000.00 deposited with the home of \$250.00 annually. Assuming the resident, a woman, to be 73 years old, the reserve would be \$2,015.00 (factor 8.060 x \$250.00).

200.34e Segregation of Life Care Reserves: The names of the life care guests are arranged to show those who entered before September 19, 1939 and those who entered after this date, in order that the total probable cost of care and total necessary reserves for both groups can be arrived at.

200.34e1 Assets Required for Reserve after 9/19/39: The necessary reserve for life care of the group who entered after September 19, 1939, must be covered by certain assets permitted by law, and it is therefore necessary to make this segregation. (W&IC 2351, AGO-NS3997.)

200.34e2 Assets Required for Reserve Prior to 9/19/39: The reserve for the life care group who entered before September 19, 1939 may be covered by the depreciated value of plant property and other assets (AGO-NS3997). If a portion of the plant property has been set aside to cover the group who entered after September 19, 1939, only the value of that portion remaining can be applied against the reserve for members who entered before September 19, 1939. Other assets not applied against the reserve covering members who entered after September 19, 1939 may also be applied against the necessary reserve for the former group.

200.34e3 Analysis of Assets to Cover Necessary Life Care Reserves: In keeping with the present procedure of computing the necessary reserve for both life care groups, namely, the one which entered prior to September 19, 1939, and the one which entered after this date, it has been considered advisable to make analyses of assets owned by the homes to determine their adequacy of coverage of these reserves. In most life care institutions it has been found that the "after 9/19/39" group now represents more than fifty per cent of the total reserve necessary. Within a few years' time the entire population will be the "after 9/19/39" group. Inasmuch as specific types of assets, some in restricted amounts, are required to cover the "after 9/19/39" group, a brief analysis of these assets should be included in Section "I" of "Comments and Recommendations." Unapplied assets may be used to cover the necessary life care reserves for the "prior to 9/19/39" group. A sample arrangement of items contained in this suggested analysis is given as follows:

200.36a (continued)

Assets (continued)

Investments and Other Assets:

Securities (stocks, bonds at market,
building & Loan certificates)
Mortgages and Trust Deed Notes
Cash surrender value of annuities
and life insurance of residents
Outside Real Estate
Total Investments and Other Assets

Home Property and Equipment:

Land
Buildings & Improvements less
allowance for depreciation
Furniture and Equipment less
allowance for depreciation
Automobiles and Trucks less
Allowance for depreciation
Total Home Property & Equipment
Total Assets

Liabilities and Net Worth:

Liabilities:

Accounts Payable
Notes Payable
Accrued Payroll Payable
Reserve for Payment of Life Annuities
Deposits from prospective
Residents

Probable Future Cost of Care of Life Residents:

Reserve for Cash Cost of Care:

Residents who entered prior to 9/19/39
Value of Use of Buildings and Equipment
Residents who entered after 9/19/39
Value of Use of Buildings and Equipment
Probable Future Cost of Care of Life Members

Net Worth: (unrestricted)

TOTAL LIABILITIES AND NET WORTH

* Revision - February 20, 1948
Effective - April 1, 1948

IIB - OFFICE PROCEDURE
300. OFFICE AUDIT REVIEW AND CHECK

300.2 (continued)

- (7) Verify computations and additions on all subsidiary schedules affecting cost of operations (Section G), and check amounts carried forward to the Statement of Cost of Operations. The Schedule of Depreciation is the most frequent one in this category.
- (8) Add items shown on Statement of Operating Cost.
- (9) Verify per capita cost as stated on the Statement of Statistics (Total cost of operations divided by average daily attendance equals annual per capita cost.)
- (10) Verify per capita cost of depreciation on the Statement of Statistics. (Same procedure as in (9) above.)
- (11) Verify monthly computations of per capita cost. (Annual per capita cost divided by 12 equals monthly per capita cost. Follow this same procedure for checking monthly per capita cost of depreciation.)
- (12) Check all data pertaining to residents carried from the Schedule of Residents to the Statement of Statistics.
- (13) Verify extensions on Schedule of Residents showing probable cost of care. (Annuity factor multiplied by per capita cost (including depreciation) equals probable cost of care.)
- (14) Total all items of this column to check footing.
- * (15) Compare the total of amount of necessary reserve on the
* attendance schedule with the amount shown on the Schedule
* of Amount Available from the Reserve, end of period (Sec. F).
- * (16) In initial studies, verify reserve computations beginning
* of period (column 4) on amount available from reserve
* (Sec. F). Check total amount. (Annuity factor times per
* capita cost excluding depreciation equals the necessary
* reserve for each individual.) In follow-up studies, the
* beginning necessary reserve total will be taken from the
* report of the previous period, Schedule of Amount Available
* from the Reserve, Section F. This figure is also shown on
* the Balance Sheet (Section D) and the Schedule of Attendance
* (Section H).
- * (17) If an initial study, check the last column of this schedule,
* Amount Available from Reserve for Operations (Column 4 minus
* Column 9 equals Column 10). Corrections must be followed
* through because they affect income. Condensed Statement of
* Income and Expense (Section E), and General Comments and
* Recommendations (Section I). In follow-up studies, check
* the bottom figure of this schedule, Amount Available from
* the Reserve (necessary reserve end of prior period plus
* necessary reserve for new members, minus necessary reserve
* for the entire group end of current period, equals the
* amount available from the reserve for operations). The
* arrangement of items for follow-up studies is stated in
* Section 200.32a6.

IIB - OFFICE PROCEDURE
300. - OFFICE AUDIT REVIEW AND CHECK

300.5 (continued)

Copies of all reports will be on file in the Institutional Audits files in the San Francisco and Los Angeles offices, and will be available for reference of staff members. An "out" card is to be inserted in the files for each report loaned to staff members.

Financial reports covering life care institutions subject to recommendation for certification should be released to the Director and to the Child Welfare Division approximately ten days prior to the date the certificate of authority is to be granted. This will allow the Director and the representative of the Child Welfare Division a reasonable length of time to familiarize themselves with the nature of the recommendations contained in the reports. Reports covering audits of institutions other than life care are to be submitted to the Director and to the Child Welfare Division upon completion.

- * 300.6 Certification Approval: All recommendations for certificates of authority to enter into life care contracts must be approved by the department. Recommendations to grant or deny a certificate of authority are submitted to the supervisor of the Bureau of Audits who will in turn forward recommendations to the Director for consideration. Upon receipt of the recommendations and a copy of the financial study, the Director will submit instructions regarding the issuance of a certificate of authority, to the Supervisor of the Bureau of Audits. These instructions are then transmitted to the Supervisor of Institutional Audits for final action.

300.7 deleted.

300.8 Application for Certificate of Authority: Before issuing the certificate of authority, an application must be on file in the offices of the State Department of Social Welfare. Application forms in quadruplicate should be mailed to the institution approximately two months preceding the renewal date of the certificate or the date for granting an initial certificate. Three completed copies are returned to the San Francisco office of the State Department of Social Welfare, one copy each for the Institutional Audits Unit, Sacramento Index, and the District Office. The Fourth copy is retained by the institution for its files.

- * 300.9 Certificate of Authority: Upon receipt of notification from the Supervisor of the Bureau of Audits of approval of recommendation to grant a certificate of authority, Form AI-8 is to be prepared in quadruplicate. The renewal date of the certificate will apply except in cases of initial certification or unforeseen delay when the date of approval by the Director will be placed into effect. In the event of a denial of an application for certificate of authority, the date of denial by the Director will apply.

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SACRAMENTO
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311 SOUTH SPRING STREET
(13)

SAN FRANCISCO OFFICE
GRAYSTONE BUILDING
948 MARKET STREET
(3)

Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento 14
February 27, 1948

SOCIAL WELFARE BOARD

BEN KOENIG, CHAIRMAN
1580 NORTH VINE STREET
LOS ANGELES

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1870 JACKSON STREET
SAN FRANCISCO

JOHN C. CUNEO
922 J STREET
MODESTO

GERALD C. KEPPLER
135 NORTH BRIGHT AVENUE
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REV. THOMAS H. MARKHAM
405 NATIVE SONS' BUILDING
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JOHN T. MARTIN
1170 SEVENTH AVENUE
SAN DIEGO

MRS. JESSIE S. WILLIAMSON
2516 OAK KNOLL TERRACE
BERKELEY

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

IN REPLY PLEASE REFER
TO:

My dear Mr. Jordan:

Attached are three copies of regulations made by the
State Department of Social Welfare:

MANUAL OF POLICIES AND PROCEDURES REVISIONS

These regulations were adopted by the State Social Welfare
Board pursuant to the powers conferred upon it by the Welfare
and Institutions Code under Sections 103, 103.5, 103.6, and
114b and are filed in accordance with provisions of Section
11381 of the Government Code.

Very sincerely yours,

C. M. Wollenberg

CHARLES M. WOLLENBERG, Director
Department of Social Welfare

468:b5
Attachment

Certified as a Regulation (or
Regulations) of the

Dept of Social Welfare
(Name of State Agency)

C. M. Wollenberg
(Signature) E

Director
(Title)

2/27/48
(Date)

070-75 CLASS SPECIFICATIONS
WPS

070-75

For each class specification established by the SSWB, the SDSW shall maintain official class specifications as approved by the SSWB.

1. Official class title.
2. Definition of the class, indicating, in terms of duties responsibilities, and/or place in the organization, positions to be included in and excluded from the class.
3. Statement of typical tasks to be performed by those holding positions allocated to the class.
4. Statement of minimum qualifications for determining fitness and qualifications of employees for each class of position and for temporary appointments and for applicants for examinations, which may include education, experience, knowledge, skills, ability and personal and physical traits and characteristics.
5. Additional qualifications considered so desirable that any person considered for employment who possesses them may be given additional credit in evaluation of his qualifications, even though such additional qualifications are not a prerequisite to consideration for employment.
6. The adopted schedule of pay for the class. (W&IC 119.5, 119.6; FSS-ADMIN.)

071-00 ESTABLISHMENT OF COMPENSATION PLAN
WPS

071-00

The SSWB shall adopt a comprehensive compensation plan for all classes of positions. The plan shall include salary schedules for the various classes with salary of each class consistent with responsibility and difficulty of work as outlined in job specifications and shall be based on the principle that like salaries shall be paid for comparable duties and responsibilities in like counties. With the restriction of Sec. 071-20, Salary Advancements, such compensation plan shall include for each class of position, a minimum and a maximum rate, and three intermediate rates to provide for steps in salary advancement without change of duty in recognition of meritorious service. In arriving at such salary ranges there shall be taken into consideration the advice and suggestions of appointing authorities and county officials, county ordinances or other laws, and prevailing rates of pay in other public employment and in private business, and the current cost of living. (W&IC 119.5, 119.6; FSS-ADMIN.)

FILED

in the office of the Secretary of State
of the State of California

FEB 27 1948

At 4:00 o'clock P. M.

FRANK M. JORDAN, Secretary of State

By *Robert M. Jordan*
Assistant Secretary of State

071-05 PAY SCHEDULES
WPS

071-05

CLASSIFICATION	SCHEDULE OF STEPS									
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
County Welfare Director V	295	320	350	380	410	450	490	530	580	630
County Welfare Director IV	255	280	305	335	365	395	425	465	505	555
County Welfare Director III	220	240	260	285	310	340	370	400	440	480
County Welfare Director II	185	200	220	240	260	285	310	340	370	400
County Welfare Director I	145	155	170	185	200	220	240	260	285	310
Assistant County Welfare Director	255	280	305	335	365	395	425	465	505	555
Public Assistance Supervisor, Grade II	220	240	260	285	310	340	370	400	440	480
Public Assistance Supervisor, Grade I	185	200	220	240	260	285	310	340	370	400
Child Welfare Services Worker	160	175	190	205	225	245	265	290	315	345
Public Assistance Worker, Grade II	145	155	170	185	200	220	240	260	285	310
Public Assistance Worker, Grade I	130	140	150	165	180	195	210	230	250	275
County Child Welfare Supervisor Gr. 2	220	240	260	285	310	340	370	400	440	480
Co. Child Welfare Supr. Gr. I	200	220	240	260	285	310	340	370	400	440
Chief Bookkeeper Clerk	185	200	220	240	260	285	310	340	370	400
Chief Clerk	185	200	220	240	260	285	310	340	370	400
Senior Bookkeeper Clerk	140	150	165	180	195	210	230	250	275	300
Senior Stenographer Clerk	140	150	165	180	195	210	230	250	275	300
Senior Typist Clerk	130	140	150	165	180	195	210	230	250	275
Senior Clerk	130	140	150	165	180	195	210	230	250	275
Receptionist	120	130	140	150	165	180	195	210	230	250
Junior Bookkeeper Clerk	110	120	130	140	150	165	180	195	210	230
Junior Stenographer Clerk	110	120	130	140	150	165	180	195	210	230
Junior Typist Clerk	110	120	130	140	150	165	180	195	210	230
Junior Clerk	110	120	130	140	150	165	180	195	210	230

The above master schedule shall be effective the same date the county budget and/or salary ordinance becomes effective for the fiscal year 1947-48. For modification procedure see Sec. 071-10, Adoption of Compensation Plan (W&C 119.5, 119.6)

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Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento 14
February 27, 1948

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BERKELEY

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

IN REPLY PLEASE REFER
TO:

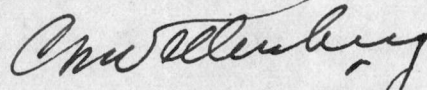
My dear Mr. Jordan:

Attached are three copies of regulations issued by the State Department of Social Welfare with Manual Letter No. 115.

These regulations were adopted by the State Social Welfare Board pursuant to the powers conferred upon it by the Welfare and Institutions Code under Sections 103, 103.5, 103.6, and 114b and are filed in accordance with provisions of Section 11381 of the Government Code.

Regulations contained in Sections 101-00, 102-95, and 201-10 were adopted to be effective immediately since this has been found necessary for the immediate preservation of the public peace, health and safety or general welfare, notice and public procedure there on being impracticable, unnecessary or contrary to the public interest.

Very sincerely yours,



CHARLES M. WOLLENBERG, Director
Department of Social Welfare

468:b5
Attachment

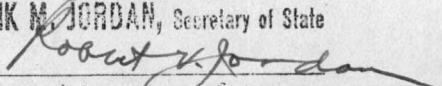
FILED

In the office of the Secretary of State
of the State of California

FEB 27 1948

At 4:00 o'clock P. M.

FRANK M. JORDAN, Secretary of State

By 
Assistant Secretary of State

Certified as a Regulation (or as
Regulations) of the

Dept of Social Welfare
(Name of State Agency)

W. M. Allenby
(Signature)

Director
(Title)

2/27/48
(Date)

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
616 K STREET
SACRAMENTO 14
February 27, 1948

FILED

In the office of the Secretary of State
of the State of California

FEB 27 1948

At 4:00 o'clock P. M.

FRANK M. JORDAN, Secretary of State

By *Robert V. Jordan*
Assistant Secretary of State

1297

MANUAL LETTER NO. 115

The attached revisions are to be entered in your Manual of Public Assistance Policies and Procedures and the revision numbers canceled on the separators of the revised chapters. Revision numbers are as follows:

Purpose and General Provisions	Revisions 45 and 46
Real Property	Revision 75
Personal Property	Revisions 80 and 81
Blindness	Revisions 20 and 21
Applications	Revisions 53 thru 55
Investigation and Decision	Revisions 169 thru 179
Permanent Sample Procedures	Revisions 1 thru 3
Continuing Services	Revisions 200 thru 202
Financial Procedures	Revision 353

These revisions were adopted by the Social Welfare Board on February 20, 1948. The material is effective as follows:

Effective March 1, 1948

101-00
102-95
201-10

Effective April 1, 1948

132-03	292-03
143-10	292-25
143-55	292-65
180-25	292-70
201-25	361-25
237-75	361-40
250-99	645-31
292-02	

The new Sec. 102-95 and the addition to Sec. 101-00 authorize county welfare directors or designated representatives to take oaths in connection with the categorical aid programs as provided by W&IC 7.5.

Revised Sec. 132-03 clarifies policy with respect to deductions of encumbrances from assessed value of real property.

Revised Sec. 143-10 and 143-55 prescribe the method for determining value of personal property and stocks and bonds in ANB and APSB when such property has not been assessed.

Secs. 180-25, 361-25, 361-40, and 645-31 have been revised to conform with the changes in policy regarding eye examinations.

Revised Sec. 237-75 clarifies present instructions for the completion of the certificate of verification of eligibility and modifies the recording instructions in the AF and TBF classifications. The revised Certificate of Verification of Eligibility - Aid to Needy Children (CA 201) for Sec. 250-99 is attached completed with example.

Revised Sec. 201-10 authorizes the mailing of ANB and APSB application forms.

Revised Sec. 201-25 eliminates necessity of filing new application for ANB or APSB if the board of supervisors rescinds previous denial action as the result of a hearing by that board. The section was also revised to require a new application for ANC for an additional child for whom no application has previously been made although other members of the family are currently on aid or applying for aid.

Secs. 292-02, 292-03, 292-25, 292-65, and 292-70 are new or revised sections clarifying instructions for completion of OAS Permanent Sample Schedule (Form Ag 251).

Bulletin 315 issued January 9, 1948, and Bulletin 239 issued October 13, 1944, are now obsolete.

101-05 PURPOSE AND CONSTRUCTION OF OAS LAW
OAS

101-05

The purpose of the OAS law is to provide for aid to the needy aged residing within the State.

The OAS law contemplates a cooperative program of Federal, State, and county aid to provide assistance to aged persons who are without adequate resources for their own care.

The provisions of the law shall be liberally construed. (W&IC 2001, 2003)

101-00 CHART OF CERTAIN PROVISIONS OF THE W. & I. CODE (Cont'd)
OAS, ANB, APSB, ANC

101-00

(THIS CHART IS NOT INTENDED TO BE ALL INCLUSIVE, BUT PRESENTS BRIEF STATEMENTS OF GENERAL PROVISIONS.)

PROVISIONS	OLD AGE SECURITY	AID TO NEEDY BLIND AID TO PARTIALLY SELF-SUP- PORTING BLIND RESIDENTS	AID TO NEEDY CHILDREN
RESIDENCE (Cont'd) B. COUNTY	NO PERIOD REQUIRED PRIOR TO DATE OF APPLICATION FOR ELIGIBILITY TO AID. FOR COUNTY FINANCIAL PARTICIPATION, ONE YEAR OF COUNTY RESIDENCE REQUIRED. (W&IC 2160)	NO PERIOD REQUIRED PRIOR TO DATE OF APPLICATION FOR ELIGIBILITY TO AID. (W&IC 3042, 3432) FOR COUNTY FINANCIAL PARTICIPATION, 6 MONTHS' PERIOD OF COUNTY RESIDENCE IS REQUIRED IF APPLICANT BECAME BLIND WHILE CALIFORNIA RESIDENT; OTHERWISE, ONE YEAR OF COUNTY RESIDENCE REQUIRED. (W&IC 3040, 3041, 3430, 3431)	NO PERIOD REQUIRED PRIOR TO DATE OF APPLICATION FOR ELIGIBILITY TO AID. (W&IC 1512, 1526D, 1557) FOR COUNTY FINANCIAL PARTICIPATION, ONE YEAR OF COUNTY RESIDENCE REQUIRED EXCEPT IN CASE OF FOUNDLING OR CHILD WHOSE APPLICATION IS FILED BY INSTITUTION MAINTAINING HIM. (W&IC 1526)
SOLICITATION OF ALMS		NO PERSON WHO PUBLICLY SOLICITS ALMS IN THIS STATE IS ELIGIBLE FOR AID. (W&IC 3046, 3446)	
TRANSFERS, INTER-COUNTY	RECIPIENT WHO MOVES FROM ONE COUNTY TO ANOTHER WITH INTENT TO RESIDE IN SECOND COUNTY SHALL BE ENTITLED TO CONTINUANCE OF AID BY FIRST COUNTY FOR ONE YEAR. AID SHALL THEN BE PAID, IF ELIGIBILITY CONTINUES, THROUGH THE COUNTY IN WHICH RECIPIENT HAS ATTAINED RESIDENCE. (W&IC 2200)	RECIPIENT WHO MOVES FROM ONE COUNTY TO ANOTHER WITH INTENT TO RESIDE IN SECOND COUNTY SHALL BE ENTITLED TO CONTINUANCE OF AID BY FIRST COUNTY FOR ONE YEAR. AID SHALL THEN BE PAID, IF ELIGIBILITY CONTINUES, THROUGH THE COUNTY IN WHICH RECIPIENT HAS ATTAINED RESIDENCE. (W&IC 3090, 3450)	CHILD WHOSE RESIDENCE IS CHANGED FROM ONE COUNTY TO ANOTHER SHALL BE ENTITLED TO CONTINUANCE OF AID BY FIRST COUNTY FOR ONE YEAR. AID SHALL THEN BE PAID, IF ELIGIBILITY CONTINUES, THROUGH THE COUNTY IN WHICH THE CHILD HAS ATTAINED RESIDENCE. (W&IC 1527)
STATEMENT OF PURPOSES	THE PURPOSE OF THIS CODE IS TO PROVIDE FOR PROTECTION, CARE AND ASSISTANCE TO THE PEOPLE OF THE STATE IN NEED THEREOF, AND TO PROMOTE THE WELFARE AND HAPPINESS OF ALL THE PEOPLE OF THE STATE BY PROVIDING PUBLIC ASSISTANCE TO ALL ITS NEEDY AND DISTRESSED. IT IS THE LEGISLATIVE INTENT THAT ASSISTANCE SHALL BE ADMINISTERED PROMPTLY AND HUMANELY, WITH DUE REGARD FOR THE PRESERVATION OF FAMILY LIFE, AND WITHOUT DISCRIMINATION ON ACCOUNT OF RACE, RELIGION, OR POLITICAL AFFILIATION, AND THAT ASSISTANCE SHALL BE SO ADMINISTERED AS TO ENCOURAGE SELF-RESPECT, SELF-RELIANCE AND THE DESIRE TO BE A GOOD CITIZEN USEFUL TO SOCIETY. (W&IC 19)		
OATHS	THE DIRECTOR, OR PERSON BY WHATEVER TITLE DESIGNATED, WHO ACTS AS A DIRECTOR OF A COUNTY AGENCY CARRYING OUT THE PROVISIONS OF PART 2 OF DIVISION 2, CHAPTER 1 OF DIVISION 3, AND CHAPTERS 1 AND 3 OF DIVISION 5 OF THIS CODE MAY AUTHORIZE HIS REPRESENTATIVE OR REPRESENTATIVES TO TAKE SUCH AFFIDAVITS AND ADMINISTER SUCH OATHS AS PART 2 OF DIVISION 2, CHAPTER 1 OF DIVISION 3, AND CHAPTERS 1 AND 3 OF DIVISION 5 OF THIS CODE REQUIRE. (W&IC 7.5)		

102-80 TRANSPORTATION OF NEEDY CHILDREN OUTSIDE STATE
ANC

102-80

A county may transport children who are receiving or are eligible to receive ANC to proper homes outside the State when such homes are offered. The State shall pay one-half of the total expense necessarily incurred in effecting such transportation. (SEE SEC. 235-95, INVESTIGATION OF TRANSPORTATION OF NEEDY CHILDREN OUTSIDE STATE.) (W&IC 1580)

102-90 VIOLATION OF PROVISIONS OF OAS LAW
OAS

102-90

Any person who knowingly violates any provision of the OAS law for which no penalty is specifically provided is guilty of a misdemeanor. (W&IC 2008)

102-95 OATHS
OAS, ANB, APSB, ANC

102-95

The director, or person by whatever title designated, who acts as a director of a county agency carrying out the provisions of the OAS, ANB, APSB or ANC programs may authorize his representative or representatives to take such affidavits and administer such oaths as are required for these programs. (W&IC 7.5)

102-75 RECORDS AVAILABLE FOR PUBLIC USE

102-75

OAS

The OAS law, and all regulations of the SDSW relating to OAS shall be available for inspection by the general public in every county welfare department office (including district offices) and in such additional offices as the board of supervisors may designate. (W&IC 2015)

This file marked "For Public Use" shall contain the following material:

1. Copy of the OAS law.
2. Copy of Division 1, of the W&IC Administration of Welfare and Institutions, Chapter 1, SDSW.
3. Manual of Policies and Procedures of the SDSW.
4. Department Bulletins not superseded by rulings appearing in the Manual of Policies and Procedures.

It is the responsibility of the county to keep the "For Public Use" file up to date. Inspection by the general public shall be made on the premises. (W&IC 2149)

102-77 SALE OF RULES AND REGULATIONS BY THE SDSW

102-77

OAS, ANB, APSB, ANC

The SDSW has available for sale to the public at cost copies of the rules and regulations relating to OAS, ANB, APSB, and ANC. Copies of these rules and regulations may be secured from the SDSW for \$6.00, plus sales tax. The SDSW provides an annual subscription service to assure purchasers of the rules and regulations prompt receipt of additions and revisions to the rules and regulations for an annual subscription price of \$2.35. Certified or cashier's check or money order should be made payable to the SDSW and forwarded to the SDSW. (W&IC 114.5, 1560, 2140, 3075, 3460)

132-07 DETERMINATION OF VALUE OF UNASSESSED REAL PROPERTY
OAS, ANB, APSB, ANC

132-07

When an interest in real property, such as unpatented mining claims, timber, oil or mineral rights or leaseholds, cemetery property held for profit, etc., is declared but is not listed on the local assessment rolls, it shall be referred to the county assessor to determine whether or not it is assessable, and if assessable, its assessed value. The assessed value so determined shall be used in establishing eligibility to OAS, ANB, APSB and ANC. (W&IC 1560, 2140, 3075, 3460; REV. & TAX. C 201, 531; AGO NS1044)

In OAS, any place of abode of an applicant or recipient, whether house, boat, trailer, or other habitation, is considered real property, and the county assessed valuation of any such place of abode shall be determined and taken into consideration in computing the total county assessed value of real property. If such place of abode is declared by the applicant or recipient to be his property but is not listed in the local assessment rolls, such property shall be referred to the county assessor to determine whether it is assessable, and if assessable, its assessed value. If investigation reveals that such property is not assessable or it is impossible to obtain the county assessed value, the current market value of the property shall be obtained and this value substituted for the county assessed valuation in computing the total county assessed value of real property of the applicant or recipient. (SEE SECS. 132-00, LIMITATION ON ASSESSED VALUE OF REAL PROPERTY, AND 132-03, ENCUMBRANCES OF RECORD DEDUCTED FROM ASSESSED VALUE OF REAL PROPERTY.) (W&IC 2140, 2163.7)

Burial space is generally considered real property. Property used or held exclusively for burial, except when held for profit, is not subject to local assessment. For the purpose of establishing eligibility for aid, when the assessed value of the other real property holdings approaches the maximum permitted for the specific category of aid, the value of any cemetery, mausoleum, or columbarium property intended for the use of the owner or his family shall be determined in accordance with the assessed value of similar property which is held for profit in the same or another comparable cemetery, mausoleum or

(Section Continued on Next Page)

**132-03 ENCUMBRANCES OF RECORD DEDUCTED FROM ASSESSED VALUE
OF REAL PROPERTY
OAS, ANB, APSB, ANC**

132-03

Encumbrances of record shall be deducted from the county assessed value of real property before the \$3,500 limitation on county assessed value of real property in OAS, real and/or personal property in ANB and APSB, and the \$3,000 limitation on county assessed value of real property in ANC, is applied in determining eligibility. Encumbrances include any debt for which the property is security but to be deductible, the encumbrance shall be a written record the discharge of which requires the payment of money. (See GLOSSARY-ENCUMBRANCES) The existence, amount, and duration of all encumbrances to be deducted from the applicant's property shall be determined and accurately recorded. (See SECS. 132-00, LIMITATION ON ASSESSED VALUE OF REAL PROPERTY, AND 132-07, DETERMINATION OF VALUE OF UNASSESSED REAL PROPERTY.)

A search of the county recorder's records may be necessary for verification of an encumbrance against real property. Verification of the amount of the unpaid balance and the duration of the encumbrance may be made by interview or correspondence with the holder of a mortgage or note and/or by inspection of the document. (See SEC. 233-00, VERIFICATION OF REAL AND PERSONAL PROPERTY.)

Some of the more common types of encumbrances on real property are:

Mortgages	Judgment liens	Builders' liens
Deeds of trust	Loans	Assessments
Delinquent tax liens	Mechanics' liens	Attachments

(W&IC 1520, 1560, 2140, 2164, 2165, 3047, 3075, 3447, 3460; AGO NS5134)

143-10 (Continued)

143-10

Encumbrances of record claimed by the applicant shall be recorded in the county case record and investigated if the total assessed value of real and personal property approaches, equals, or exceeds \$3,500.

The county case record shall contain a report of the search and other verification as required in Sec. 132-03, Encumbrances of Record Deducted from Assessed Value of Real Property. (SEE SEC. 142-05, LIMITATIONS ON PERSONAL PROPERTY.) (W&IC 3047, 3447)

143-15 ENCUMBRANCES ON PERSONAL PROPERTY
OAS, ANB, APSB, ANC

143-15

In ANB and APSB, encumbrances of record shall be deducted from the county assessed valuation of personal property in determining eligibility.

In OAS, encumbrances of record shall be deducted from the current market value of personal property holdings in determining eligibility for aid.

In ANC, encumbrances against items of personal property shall not be deducted in determining the value of the personal property. The full market value of notes or other securities which have been assigned or hypothecated to assure payment of certain debts, shall be considered in determining eligibility for aid, unless actual transfer of ownership is affected. For exception in case of loans against insurance, see Secs. 143-05, Determination of Value of Personal Property, and 143-87, Effect of Loans Against Insurance.

The market value of the equity in personal property being purchased under contract of sale shall be included when determining the total value of personal property. See Secs. 142-00, 142-05, and 142-10, Limitations on Personal Property, for personal property which is not considered in OAS, ANB, and ANC.

When the market value in OAS or the county assessed value in ANB and APSB of all personal property considered in determining eligibility is well within the maximum, no verification of encumbrances need be made. The total value, without regard to encumbrances, may be stated in the case record, but encumbrances reported by the applicant or recipient, should be noted.

In OAS, when an increase in market value of personal property holdings or the acquisition of additional personal property, causes the total value to approach, equal or exceed \$600, the amount of encumbrances, if any, shall be established.

See Sec. 132-03, Encumbrances of Record Deducted from Assessed Value of Real Property, which applies likewise to personal property. (SEE SEC. 233-00, VERIFICATION OF REAL AND PERSONAL PROPERTY.)

There are many forms of encumbrances against personal property. Some of the more common are:

1. Chattel mortgage;
2. Loans, including those for which stocks or bonds are collateral;
3. Attachments for debts, taxes, etc.;
4. Pledges (see Glossary, pledges). (W&IC 1560, 2140, 3075, 3460)

**143-00 DETERMINATION OF VALUE OF PERSONAL PROPERTY
OAS****143-00**

The current market value of items of personal property not specifically exempt in the OAS law, is used in determining the value of personal property holdings. The amount of all encumbrance against the property is deducted from the total market value. (SEE SECS. 142-00, LIMITATIONS ON PERSONAL PROPERTY, AND 143-15, ENCUMBRANCES ON PERSONAL PROPERTY.) (W&IC 2140, 2163)

**143-05 DETERMINATION OF VALUE OF PERSONAL PROPERTY
ANC****143-05**

The actual amount of cash on hand, in bank accounts (commercial, savings, and others), in postal savings and building and loan association accounts, shall be considered in determining the value of personal property holdings. The net current cash surrender value of nonexempt insurance (see Sec. 143-83, Distinction Between Exempt and Nonexempt Insurance as Personal Property), and the market value of stocks, bonds, notes, mortgages, deeds of trust, etc., shall be considered in establishing eligibility.

Encumbrances against items of personal property shall not be deducted from the market value. See Sec. 143-82, Definitions of Insurance Terms, for method of determining the net cash surrender value of encumbered insurance policies. (W&IC 1521, 1560)

**143-10 DETERMINATION OF VALUE OF PERSONAL PROPERTY
ANB, APSB****143-10**

The total county assessed value of the applicant's separate personal property and his share of community personal property, less all encumbrances of record thereon, shall be considered in determining eligibility. (SEE SECS. 141-00, TYPES OF PERSONAL PROPERTY, 141-10, OWNERSHIP OF PERSONAL PROPERTY DEFINED, AND 146-00 CONVERSION OF PROPERTY.) The local county assessors's rolls shall be searched for the current year or for the most recent year for which the records are available.

When personal property is declared but is not listed on the local assessment rolls, it shall be referred to the county assessor to determine whether or not it is assessable, and if assessable, its assessed value. The assessed value so determined shall be used in establishing eligibility for ANB and APSB.

On those items of personal property which are not subject to local assessment, the current market value shall be determined and the ratio which the assessed valuation in the particular county generally bears to the market value shall be taken into consideration in determining the value of the personal property involved.

EXAMPLE: APPLICANT HAS LOOSE LUMBER ON HIS LOT WHICH HE HAD PURCHASED TO BUILD A HOME. LUMBER IS NOT ASSESSED UNTIL IT IS USED IN THE CONSTRUCTION OF THE BUILDING. IT IS DETERMINED THAT THE MARKET VALUE OF THE LUMBER IS \$1000. IN THE PARTICULAR COUNTY THE ASSESSED VALUE IS GENERALLY CONSIDERED TO BE 50% OF THE MARKET VALUE. THEREFORE, THE VALUE OF THE LUMBER FOR THE PURPOSE OF DETERMINING ELIGIBILITY FOR ANB OR APSB IS CONSIDERED TO BE \$500.

(Section Continued on Next Page)

**143-57 DETERMINATION OF OWNERSHIP OF WAR BONDS WHEN CO-OWNER NAMED
OAS, ANB, APSB, ANC****143-57**

A person named as a co-owner and having possession of a war bond shall be deemed to be the presumptive owner thereof unless such ownership is refuted by evidence that all or part of the funds used to purchase the bond did not belong to him. When the contention is made that all of the funds used to purchase the bond did not belong to the person, and that the bond was not a gift, effort shall be made to establish the extent of his interest in it. That portion which is established as belonging to the applicant (in ANC, the parent, child or children) is considered in determining his eligibility.

The fact that there may be two co-owners of the bond shall not in itself determine that the bond is jointly owned. The person whose name appears on the bond as co-owner and who does not have possession of such bond shall not be presumed to own any part of the bond unless evidence refuting such presumption is set forth. Upon the death of one co-owner the surviving co-owner of any savings bonds or other bonds and obligations of the U. S. becomes the sole owner unless Federal laws or regulations governing the issuance thereof, provide otherwise. (See SEC. 143-55, DETERMINATION OF VALUE OF STOCKS AND BONDS, AND SEC. 145-10, PERSONAL PROPERTY ACQUIRED BY INHERITANCE.) (W&IC 1560, 2140, 3075, 3460)

**143-60 DETERMINATION OF VALUE OF COMMERCIAL OR OTHER BUSINESS
ENTERPRISE
OAS, ANB, APSB****143-60**

In OAS, the current market value of an applicant's interest in personal property as represented by the stock on hand, fixtures and equipment, and the "accounts receivable" of a commercial or other business enterprise shall be considered in determining eligibility. In ANB and APSB, the county assessed value of such holdings is considered.

Accounts due from customers as shown on the books of a business and which are unsecured by notes, drafts, etc., i.e., "accounts receivable," to be of value must be valid and collectible. The value of "accounts receivable" will vary with the age of the accounts, the credit of the debtors and the regularity with which payments have been made. A representative of a collection agency, a retail credit association or other organization familiar with collections may be of assistance in estimating the value of "accounts receivable." (W&IC 2140, 2163, 3047, 3075, 3447, 3460)

143-55 (Continued)

143-55

In ANB and APSB, when stocks and bonds are assessed this value shall be used. When stocks and bonds are not assessed the current market value shall be determined and the ratio which assessed valuations in the particular county generally bear to the market value shall be used in determining eligibility. (SEE SECS. 142-05, LIMITATIONS ON PERSONAL PROPERTY, AND 143-15, ENCUMBRANCES ON PERSONAL PROPERTY.) (W&IC 3047, 3075, 3447, 3460)

The current market value of all U. S. savings bonds or other bonds or obligations of the U.S. registered in the name of one person payable on death to a named survivor, represent personal property of the registered owner during his lifetime. Upon the death of the registered owner they become the property of the named survivor unless Federal laws and regulations governing the issuance thereof provide otherwise. The current market value of such bonds shall be considered in determining the eligibility of the survivor. (SEE SEC. 145-10, PERSONAL PROPERTY ACQUIRED BY INHERITANCE.) (W&IC 1560, 2140, 3075, 3460)

The current market value of United States Savings Bonds (Series A to E, inclusive) increases according to the table of values on the back of the bonds. Redemption values increase on the anniversary dates which fall at six month intervals following the first of the month in which the bond was originally issued. Redemption values for several denominations of Series E bonds are listed in the following table:

SERIES E WAR BONDS

<u>Year after month of issuance</u>	<u>\$25</u>	<u>\$50</u>	<u>\$100</u>
-- $\frac{1}{2}$	\$18.75	\$37.50	\$75.00
$\frac{1}{2}$ --1	18.75	37.50	75.00
1-- $\frac{1}{2}$	18.87	37.75	75.50
$\frac{1}{2}$ --2	19.00	38.00	76.00
2-- $\frac{1}{2}$	19.12	38.25	76.50
$\frac{1}{2}$ --3	19.25	38.50	77.00
3-- $\frac{1}{2}$	19.50	39.00	78.00
$\frac{1}{2}$ --4	19.75	39.50	79.00
4-- $\frac{1}{2}$	20.00	40.00	80.00
$\frac{1}{2}$ --5	20.25	40.50	81.00
5-- $\frac{1}{2}$	20.50	41.00	82.00
$\frac{1}{2}$ --6	20.75	41.50	83.00
6-- $\frac{1}{2}$	21.00	42.00	84.00
$\frac{1}{2}$ --7	21.50	43.00	86.00
7-- $\frac{1}{2}$	22.00	44.00	88.00
$\frac{1}{2}$ --8	22.50	45.00	90.00
8-- $\frac{1}{2}$	23.00	46.00	92.00
$\frac{1}{2}$ --9	23.50	47.00	94.00
9-- $\frac{1}{2}$	24.00	48.00	96.00
$\frac{1}{2}$ --10	24.50	49.00	98.00
10	25.00	50.00	100.00

EXAMPLE: A \$25 SERIES E BOND PURCHASED JUNE 24, 1942, IS WORTH \$18.75 THROUGH MAY 31, 1943. ON JUNE 1, 1943 (THE FIRST DAY OF THE ANNIVERSARY MONTH), THE VALUE INCREASES TO \$18.87, ON DECEMBER 1, 1943, TO \$19.00, ON JUNE 1, 1944, TO \$19.12, ETC., ACCORDING TO THE VALUES GIVEN ON THE BACK OF THE BOND.

180-20 (Continued)

180-20

Aid shall not be granted when the eye examination report indicates that the applicant is so mentally incompetent that he cannot cooperate with the physician who makes the examination, or when sufficient eye pathology is not found to account for the loss of vision claimed. When the examining physician reports sufficient pathology to account for the blindness, an estimate of visual acuity by the examiner may be accepted, if the mental condition of the applicant or recipient prevents cooperation with the examining physician.

Aid shall not be granted on the basis of an eye examination report in which the examining physician states that he believes the patient is malingering. (W&IC 3075, 3460)

180-25 SUCCESSIVE EYE EXAMINATION REPORTS**180-25**

ANB, APSB

An applicant or recipient who is dissatisfied with the report of the physician may submit a report of another examination made at his own expense by another physician on the approved list. However, on appeals based on degree of visual impairment, and when continued eligibility is questioned on the basis of an eye examination, the SDSW may require such additional eye examinations as it deems necessary. (SEE SECS. 361-40, CONTINUED ELIGIBILITY QUESTIONED ON BASIS OF PHYSICIAN'S REPORT OF EYE EXAMINATION, AND 325-20, RIGHT, PURPOSE, AND SCOPE OF APPEAL.)

If such report indicates that the applicant does come within the definition of blindness on which Aid to the Blind is allowed, a third examination shall be authorized at county expense--this to be made by a physician designated by the SDSW. (SEE SECS. 235-00, PHYSICIAN'S REPORT OF EYE EXAMINATION, 361-40, CONTINUED ELIGIBILITY QUESTIONED ON BASIS OF PHYSICIAN'S REPORT OF EYE EXAMINATION, 645-02, EXPENDITURES FOR PURPOSES OF ADMINISTRATION AND 645-80, EXPENDITURES FOR EYE EXAMINATIONS.)

All information contained in the first two reports shall be made available to the physician making the third examination with the exception of the names of the examining physicians. Approval or denial of aid shall be made on the basis of the two reports which agree as to facts.

If the State Ophthalmologist finds upon review that two of the physicians' reports of eye examination indicate that the person's visual impairment comes within the definition of blindness, the SDSW is authorized to recommend to the county that aid be granted or restored without the formality of a hearing by the SSWB. When aid is denied or discontinued on the basis of two reports showing that the person's degree of visual impairment does not come within the definition of blindness, the person shall have the right of appeal to the SSWB for a fair hearing. (SEE SEC. 325-20, RIGHT, PURPOSE AND SCOPE OF APPEAL.) All reports of eye examinations shall be submitted with the appeal.

When the person appeals on the basis of two adverse reports, he may at his own expense present reports of other eye examinations. Such reports shall be made by physicians selected from the approved list and shall be submitted on the regular eye examination report form.

(Section Continued on Next Page)

180-20 REVIEW OF EYE EXAMINATION REPORTS
ANB, APSB

180-20

All reports of eye examinations shall be acted upon by the State Ophthalmologist. (SEE SEC. 235-00, PHYSICIAN'S REPORTS OF EYE EXAMINATION.) Reports may be submitted to the SDSW for review by the State Ophthalmologist prior to action by the board of supervisors.

This assists the county in determining the applicant's eligibility, in so far as degree of blindness is concerned, prior to the receipt of aid. It avoids payment of aid to persons whose eye examination reports indicate that their degree of visual impairment does not come within the definition of blindness. (SEE SEC. 180-10, DEFINITION OF BLINDNESS.)

Aid shall not be approved on the basis of reports by examiners stating in effect that there is not sufficient pathology to account for the degree of disability claimed, or where reliability of applicant's response is questioned by the examiner.

In the absence of a definite reported visual acuity in accordance with the definition of economic blindness, aid shall not be approved on the basis of photophobia, blepharospasm, ptosis, senility, mental aberrations, or neurological lesions without visible eye pathology, in the absence of a neurological report showing involvement of the visual tracts.

Aid shall not be granted when the loss of visual acuity is based on a diagnosis of hysterical blindness. (Hysterical blindness shows no pathology in the eye or visual tracts and is a mental condition rather than an ophthalmological problem.)

(Section Continued on Next Page)

180-50 RE-EXAMINATION OF EYES TO DETERMINE CONTINUED ELIGIBILITY
ANB, APSB

180-50

The required annual investigation of the qualifications of recipients of Aid to the Blind includes a reexamination of the eyes (SEE SEC. 351-50, REINVESTIGATION OF BLINDNESS) unless the State Ophthalmologist has advised that such reexamination is not necessary. All physicians' reports of eye examinations, made to determine continued eligibility, shall be submitted to the SDSW immediately after the examination has been made, for review by the State Ophthalmologist. (SEE SEC. 180-20, REVIEW OF EYE EXAMINATION REPORTS.) At the time reports of eye examinations are reviewed by the State Ophthalmologist, the county is advised if a reexamination is necessary at a later date. (SEE SEC. 235-00, PHYSICIANS' REPORTS OF EYE EXAMINATION.)

When one or more of the following conditions obtain, a reexamination of the eyes is required, even though the State Ophthalmologist has previously advised on a basis of facts known at that time, that a reexamination was not necessary:

1. The recipient has had an eye operation.
2. There are facts to indicate that a recipient's vision has improved.
3. There are facts to indicate that recipient's vision is better than the eye examination report indicates.
4. There are facts to indicate that recipient is a malingerer.
5. Aid has been discontinued for one year or more.

However, when an individual for whom aid has been discontinued for a period of one year or more reapplies, the county may write to the SDSW requesting the State Ophthalmologist's decision regarding the necessity for a current physician's report of eye examination. The request to the SDSW must contain any pertinent information about Items 1 through 4 above.

No cloud on eligibility from the standpoint of degree of blindness shall be considered to exist except on the recommendation of the State Ophthalmologist after review of the physician's report of eye examination. (SEE SECS. 361-40, CONTINUED ELIGIBILITY QUESTIONED ON BASIS OF PHYSICIAN'S REPORT OF EYE EXAMINATION, 180-20, REVIEW OF EYE EXAMINATION REPORTS, AND 180-25, SUCCESSIVE EYE EXAMINATION REPORTS.)

When other qualified examiners are available, it is desirable that reexamination of an applicant or recipient not be made by the same examiner who has previously filed a report of eye examination for the individual.

Reexamination in post-operative cases shall be made within not less than 90 days nor more than 120 days after the operation unless permission for delay is obtained from the SDSW. Questions which arise regarding the need for such post-operative examination should be referred to the SDSW for decision by the State Ophthalmologist.

When a reexamination is indicated for a bedfast applicant or recipient, such reexamination shall be required even though it may be necessary because of illness or other conditions to extend the time within which it may be secured. Questions on such cases should be referred to the SDSW for the advice of the State Ophthalmologist. (SEE SECS. 645-51, EXPENDITURES FOR EYE EXAMINATIONS, 180-15, DETERMINATION OF DEGREE OF BLINDNESS, AND 351-50, REINVESTIGATION OF BLINDNESS.) (W&IC 3075, 3460)

180-25 (Continued)

180-25

The SDSW shall retain the right to designate the physician who is to make the examination to resolve the conflict.

The State Ophthalmologist shall have the privilege of examining the appellant prior to the hearing of an appeal by the SSWB. If the appellant refuses to submit to the examination or is not accessible for it, the hearing will be held on the basis of the reports already submitted.

The State Ophthalmologist shall have the privilege of examining any applicant for or recipient of ANB or APSB and may recommend final action on the basis of all available information.

When a physician's report on a reinvestigation indicates that the degree of visual impairment does not come within the definition of blindness, the SDSW may request a second examination and, if necessary, a third examination. (SEE SECS. 361-40, CONTINUED ELIGIBILITY QUESTIONED ON BASIS OF PHYSICIAN'S REPORT OF EYE EXAMINATION, AND 351-50, REINVESTIGATION OF BLINDNESS.) (W&IC 3075, 3460)

The physician's fee for all eye examinations required by the SDSW shall be the responsibility of the county. (SEE SECS. 235-00, PHYSICIANS REPORT OF EYE EXAMINATION, 361-40, CONTINUED ELIGIBILITY QUESTIONED ON BASIS OF PHYSICIAN'S REPORT OF EYE EXAMINATION, 351-50, REINVESTIGATION OF BLINDNESS, 645-02, EXPENDITURES FOR PURPOSES OF ADMINISTRATION, 645-31, EXPENDITURES FOR EYE EXAMINATION.) (W&IC 3083.1, 3462.1)

**180-30 PROOF THAT BLINDNESS OCCURRED WHILE APPLICANT WAS CALIFORNIA
RESIDENT.
ANB, APSB**

180-30

When an applicant does not meet residence requirements set forth in Sec. 121-10, Blind While Not a Resident of California, but claims eligibility in accordance with Sec. 121-15, Blind While a California Resident, he must establish that he became blind while a resident of the State. Acceptable evidence of this fact may be affidavits of, or reports of, interviews with employers, storekeepers, doctors, references, etc., as to the loss of vision. Such affidavits or reports must contain the facts upon which the affiant's knowledge is based.

There is no provision in the law by which expert testimony is distinguished from, or to be given more weight than, evidence of other character in establishing eligibility on this point. Expert testimony is to be given the weight to which it appears to be justly entitled in each case.

If blindness is claimed to be the result of an accident, date and location of the event shall be verified and physician's report as to cause of blindness (SEE SEC. 180-15, DETERMINATION OF DEGREE OF BLINDNESS) shall substantiate applicant's contention. (W&IC 3040, 3041, 3042, 3075, 3430, 3431, 3432, 3460)

201-05 PLACE OF MAKING APPLICATION
OAS, ANB, APSB, ANC**201-05**

The application may be completed in the county office, in the applicant's home, in another place satisfactory to both, or in OAS, ANB, and APSB in an institution. In ANB and APSB the county shall on request mail application blank to any person in the county. (W&IC 1560, 2140, 3075, 3080, 3460)

201-10 PERSON MAKING APPLICATION
OAS, ANB, APSB**201-10**

The applicant shall sign the prescribed application forms and give the necessary information and if he has a guardian of the person or of the estate both the guardian and the person shall sign the application, as data on the application form includes material which is known to each. When the guardian is guardian of both the person and the estate, only the signature of the guardian is required. (W&IC 2140, 3075, 3460; PROB. C 1405; AGO NS999)

In OAS the applicant, when physically able, shall apply in person to the county. When the applicant is physically unable to apply in person he may have his authorized representative make application for him, or he may make known to the county his desire to make application and the county shall, as soon as possible, call in the home and secure the signed application (Form Ag 200). (SEE SEC. 201-12, APPLICATION MADE BY AUTHORIZED REPRESENTATIVE) (W&IC 2140, 2180)

In ANB and APSB, immediately upon request therefor, the county shall mail an application for aid (Form Bl 200) to any person in the county. The applicant may file his application with the county by mail, in which event the postmark determines the date of the application; or when physically able he may apply in person to the county. When the person who is physically unable to apply in person, and who does not mail his application to the county, makes known to the county his desire to make application, the county shall, as soon as possible, call in the home to secure the signed application (Form Bl 200). (W&IC 3080, 3075, 3460)

201-00 DEFINITION OF APPLICATION
OAS, ANB, APSB, ANC**201-00**

A request for public assistance is considered an application when the application form (Ag, Bl, CA 200) has been completed, signed by the applicant, acknowledged and filed with the county. In OAS the request is considered an application when an authorized representative of the applicant signs the completed Form Ag 200B, Application of Authorized Representative of Applicant.

(SEE SEC. 201-12, APPLICATION MADE BY AUTHORIZED REPRESENTATIVE.) (APPLICATION FROM INSTITUTIONS FOR ANC MAY BE FILED DIRECTLY WITH THE SDSW RATHER THAN WITH THE COUNTY.)

The application form shall be signed by the applicant and acknowledged by a properly qualified official at the time of the first interview unless the applicant appears to be definitely ineligible under the law, is convinced that he does not qualify for aid and does not desire to continue with the application. Persons who are obviously ineligible but who are not convinced of their ineligibility have the right to make an application, which shall be investigated as other applications are investigated. If a guardian has been appointed see Sec. 201-10, Person Making Application.

A written record shall be kept of all requests for aid even though the application form is not signed. The following record should be maintained of all cases in which there is reason to believe the person is a potential applicant himself or the person making the inquiry is inquiring in behalf of a potential applicant:

1. Category of aid
2. Name of applicant
3. Address
4. Date
5. Number in family (Children's Aid only)
6. Nature of inquiry
7. Disposition
8. If no application is signed, the reason therefor.

When a person withdraws his application, the information secured during the interview should be recorded in a manner which would be helpful in the event of a reapplication or a complaint. (SEE SEC. 202-10, COUNTY CARD FILES AND CONTROLS.) (W&IC 1557, 1560, 2140, 3075, 3460)

201-20 RIGHT TO MAKE APPLICATION
OAS, ANB,, APSB, ANC

201-20

Any person who believes that he meets the requirements of a specific category of aid has the right to apply for such aid and his application shall be received by the county. In ANC, this applies to the person who makes application for aid for the child. (SEE SEC. 201-00, DEFINITION OF APPLICATION.)

One who believes that he meets the eligibility requirements of more than one category of aid has the right to choose the type of aid for which he will apply. (SEE SEC. 102-60, CHANGE FROM ONE FORM OF AID TO ANOTHER.) (W&IC 1560, 2140, 3075, 3460)

201-25 WHEN APPLICATION TO BE TAKEN
OAS, ANB, APSB, ANC

201-25

An application shall be taken on all requests for aid at the time of the first interview, (i.e. at the time that the applicant first makes known his need) unless definite ineligibility under the law is apparent, and the applicant is convinced of that fact and therefore does not desire to continue with the application. (FOR EXCEPTION SEE SEC. 215-00, RESTORATION OF AID.)

When aid has been denied, or when it has been discontinued for a period of more than 12 months, a new application shall be completed with the following exceptions:

1. When an application has been denied erroneously; i.e., when the county had information that the person was eligible but the application was denied because this information was misinterpreted or overlooked, or when the application was denied before all reasonable sources of information as to eligibility had been exhausted.

NOTE: When aid is granted on the same application that was denied erroneously, the board of supervisors shall formally rescind its previous denial. Formal notice of this action shall be sent to the SDSW. The Notice of Change form may be used for this purpose. The date of the original application will then govern the date when aid will begin. (SEE SEC. 611-50, BEGINNING DATE OF AID - NEW APPLICATIONS);

2. When aid is granted on appeal to the SSWB;
3. In OAS, ANB and APSB, when the board of supervisors rescinds its former denial action as the result of a hearing by the board of supervisors. (SEE SEC. 325-00, PROVISIONS OF W & I CODE REGARDING FAIR HEARING);

(Section Continued on Next Page)

201-12 APPLICATION MADE BY AUTHORIZED REPRESENTATIVE
OAS

201-12

An authorized representative who is making application for an OAS applicant shall present written evidence that he is the authorized representative. He shall complete the Application by Authorized Representative of the Applicant (Form Ag 200B) in triplicate. One copy shall be given to the representative as evidence that the application was made. The authorized representative shall not sign the application (Form Ag 200) unless he is the guardian of the person or of the estate. (SEE SEC. 201-10, PERSON MAKING APPLICATION.). (W&IC 2140, 2180; PROB. C 1405; AGO NS999)

The date on which the Application by Authorized Representative of Applicant (Form Ag 200B) is signed by the authorized representative shall be considered the date on which the application is filed. (W&IC 2140, 2183)

After receipt of an application filed by an authorized representative, the county shall call in the home of the applicant and secure the completed and signed application (Form Ag 200). An exact copy of the completed Forms Ag 200 and Ag 200B shall be given to the applicant. (W&IC 2140, 2180)

The original Form Ag 200B shall be attached to the original Form Ag 200. (SEE SEC. 250-05, REPORTING ACTION ON APPLICATION TO SDSW) (W&IC 2140)

201-15 PERSON MAKING APPLICATION
ANC

201-15

A parent, guardian, relative, or person in loco parentis may sign an application for a child or children. It is generally preferred that the person with whom the child is living sign the application.

However, when a child is in a boarding home or institution, the application shall be signed by the parent, guardian, or person responsible for the placement of the child.

When children of the same parent are living in different homes, separate applications may be made for the group in each home, or one application may be made for all the children. (W&IC 1560)

202-10 (Continued)

202-10

3. Pending applications;
4. Annual reinvestigations;
5. Transfers of cases to another county or from another county;
6. Completion of required period of county residence on non-county cases;
7. All requests for aid even though an application is not signed.

(SEE SEC. 201-00, DEFINITION OF APPLICATION.) (W&IC 1560, 2140, 3075, 3460)

202-15 SERVICES RENDERED BY COUNTY TO APPLICANTS
OAS, ANB, APSB, ANC

202-15

The county shall establish procedures and provide facilities necessary for the purpose of carrying out the provisions of the OAS, ANB, APSB, and ANC laws. To this end the county shall maintain facilities to:

1. Receive applications of persons who believe themselves eligible for assistance;
 2. Provide information as to eligibility requirements and other provisions of the laws;
 3. Assist applicants to complete the application blank and other necessary forms;
 4. Assist applicants in need of such service to obtain proofs of eligibility;
 5. Investigate applications promptly and diligently, establishing definite eligibility or ineligibility, unless the application is voluntarily withdrawn in the meantime;
 6. Maintain the confidential nature of records;
 7. Provide information as to availability of services by other agencies;
 8. Render such other services as the individual or family may require.
- (W&IC 1560, 2140, 3075, 3460)

201-25 (Continued)

201-25

4. In ANC, when aid is requested for one or more of several children who have previously been approved for aid but whose aid has been discontinued for more than one year while other children in the family have remained on aid. In this instance, restoration of aid may be effected by means of a Notice of Change (Form CA 232). (SEE SEC. 215-00, RESTORATION OF AID);

Aid may be granted under ANB or APSB programs on an application taken in either program (ANB or APSB) except when aid has been denied or has been discontinued for 12 months or more. (SEE SEC. 351-57, TRANSFER PROCEDURE FROM ANB TO APSB OR VICE VERSA.)

The application of a person whose grant of aid is being transferred from one county to another should be signed in the second county prior to the date aid begins, although aid will not be interrupted if such prior signature is not obtained. (SEE SECS. 122-50, REMOVAL FROM COUNTY OF RESIDENCE, 122-65, REMOVAL OF TRANSFERRED RECIPIENT TO A THIRD COUNTY, AND 122-70, REMOVAL OF NON-COUNTY AID RECIPIENTS.) (W&IC 1560, 2140, 3075, 3083.3, 3460, 3471.5; 3087.5, 3473.2, AGO NS 891)

In ANC, when aid is requested for a child for whom no application has previously been made, or whose application has been denied, although other members of the family group are receiving ANC, or the county is processing an application for them a new application shall be taken for the additional child. For change of county residence between application for aid and the granting of aid for all children or for one or more children in the family group, see Sec. 232-40, Change of County Residence Prior to Granting of Aid.

In ANC, when application for aid is made for an additional child in a family group while aid for other children in the family is being transferred from one county to another, the application shall be taken by the second county. The second county shall complete the investigation and grant aid for the additional child on a non-county basis until the children acquire residence in the second county. (W&IC 1560)

202-10 COUNTY CARD FILES AND CONTROLS OAS, ANB, APSB, ANC

202-10

The county shall maintain a permanent master card file of all persons who have made application for OAS, ANB, APSB, and ANC, with the county number assigned to each. Some method of registering such numbers shall likewise be maintained. Such other card files and controls as may be necessary shall be maintained in connection with:

1. Active cases currently receiving aid;
2. Cases in which an application has been signed but aid has been denied or discontinued or in which the application has been cancelled or withdrawn;

(Section Continued on Next Page)

237-50 (Continued)

237-50

Denial by the Board of Supervisors (ANB, APSB)

Leave blank when approval of aid is recommended. When denial of aid is recommended, show complete action of the board of supervisors, name of county and date of action.

Signature of County Clerk or Deputy (ANB, APSB)

Form BL 201 shall be signed by the county clerk or deputy (or chairman of the board of supervisors). The signature may be either the original or a facsimile.

Identifying Data (ANB, APSB)

The section on the reverse side of the Form BL 201 headed "County: Complete This Information" shall be accurately completed by the county. This information provides the identifying data relating to the applicant and is the basis for indexing in SDSW office.

County: Record name of county in full, not in abbreviated form.

County Number: Record county case number. Name of county need not be repeated.

Applicant: Record surname first, then full given name. The use of initials should be avoided unless applicant's given name consists of initials only.

Guardian: If a legal guardian has been appointed by court, record guardian's name.

(W&IC 3075, 3460)

237-75 INSTRUCTIONS FOR THE USE AND COMPLETION
OF THE CERTIFICATE OF VERIFICATION
OF ELIGIBILITY
ANC

Page 1 of 237-75

WHEN REQUIRED

- 1) A certificate of eligibility, Form CA 201, shall be submitted for all the children of a family for whom application is made even though the basis of their eligibility may be different. ("Children of a family" means children of a common parent who live in the same household or children of a common parent who ordinarily live in the same household but who are placed in a boarding home, the home of a relative, or an institution.) When the children listed on an application (Form CA 200) do not have a common parent a separate certificate of eligibility (Form CA 201) is required for each set of children.
- 2) A separate certificate of eligibility shall be submitted for a child whose name appeared on the original application but for whom ANC is granted by a separate subsequent action of the board of supervisors. (See Sec. 611-50, Beginning Date of Aid - New Applications) Under Additional Children (at end of this section) instructions are given for completion of certificate of eligibility for the additional child.

(Section Continued on Next Page)

237-50 (Continued)

237-50

Certification and Recommendation (ANB, APSB)

- A. Record the amount of aid recommended. The recommendation shall be in accordance with the ANB and APSB Laws and the rules and regulations of the SDSW.
- B. Leave blank when approval of aid is recommended. When denial of aid is recommended, the specific reason for denial shall be recorded.

Signature of County Worker (ANB, APSB)

The county public assistance worker making the investigation should sign Form Bl 201 and give date of completion of investigation. The signature may be either the original or a facsimile.

Signature of County Case Supervisor or Director (ANB, APSB)

The Form Bl 201 should be signed and dated by the county public assistance case supervisor or county welfare director. The signature may be either the original or a facsimile.

Approval by the Board of Supervisors (ANB, APSB)

Name of county, date of action, amount of aid approved, and date of beginning aid shall be shown.

(Section Continued on Next Page)

237-75 (Continued)

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When a Summary of Information from Review of Documentary Evidence (Form CA 203) is retained in the county file as verification of a point of eligibility, record the nature and date of the original documentary evidence and where it may be reviewed. Reference only to the Form CA 203 is not adequate. (See Sec. 236-10) Typical examples of acceptable recording follow.

Eligibility Requirements

How Verified

1A. Children's Surname

Record children's surname.

1B. Mother's Name

Record mother's given name and surname. If the mother's surname is the same as that of the children, record only her given name.

1C. Father's Name

Record natural father's given name and surname. In the illegitimate classification record "alleged" or "all." following father's name.

1D. Evidence verifying parentage

Record: (1) nature of evidence, (2) date of original document, (3) where document may be reviewed. (See Sec. 191-10, Determination of Parentage.)

EXAMPLE A: BIRTH CTF. NAMES MAN AND WO. AS PARENTS 9/17/33, DTH. CTF. MAN LISTS WO. AS WIDOW, CO. FILE.

EXAMPLE B: CERT. CPY. MARRIAGE CTF. MARRIED 4/19/33. APP'S POSS.

EXAMPLE C: CONT. WEL. RECORD VERIFIES MAN AND WO. MAINTAINED HOME TOGETHER OCT. 1936 TO JAN. 1946. LET. ARK. P.W.D. 11/5/47, CO. FILE.

In some instances, evidence verifying parentage will require evidence to overcome the presumption that the husband is the father of the children (SEE SEC. 191-10, III)

EXAMPLE: FINAL DECREE OF DIVORCE 3/8/43. APR'S POSS. AFF'DS. BOTH PARENTS ACKNOWLEDGING PARENTAGE 4/18/45, CO. FILE.

In the Illegitimate classification record evidence of maternity.

EXAMPLE: BIRTH CTF. NAMES WOMAN AS MO. 7/8/44, CO. FILE.

In the Foundling classification parentage is unknown, therefore this item is not applicable.

(Section Continued on Next Page)

237-75 (Continued)

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- 3) A separate certificate of eligibility shall be submitted when a separate subsequent application for an additional child is made and ANC is granted by a separate subsequent action of the board of supervisors. Under Additional Children (at end of this section) instructions are given for completion of certificate of eligibility for the additional child.

TOP OF FORM

Name of Applicant - Record the name of the applicant as shown on the Application (Form CA 200).

Relationship to Child - Record the relationship of the applicant to the child. If no relationship exists, record "None".

County Number - Record the county number if it is different from the SDSW number.

Former State Number - If the case is a transfer, a reapplication or an application for an additional child, record the State number formerly assigned by the SDSW.

State Number - The State Number should be inserted on the county's copy of Form CA 201.

If Non-County Case - Check in the square provided if the application is submitted on a non-county basis.

ELIGIBILITY REQUIREMENTS - Record only verified data in the left-hand column under "Eligibility Requirements." Information given by the applicant or others which is not substantiated by proof on file should not be recorded.

PROOF OF ELIGIBILITY - In the right-hand column under "Proof of Eligibility" record the nature and date of the evidence verifying the information recorded under "Eligibility Requirements" and where such evidence may be reviewed. Brief, concise statements are desired.. Complete sentences are not necessary provided the verified data are clearly set forth.

(Section Continued on Next Page)

237-75 (Continued)

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Eligibility Requirements

How Verified

Absent Father Classification
(See Secs. 193-15, 235-45)

Record: (1) that Form CA 220, Affidavit Concerning Father's Absence, is on file, (2) by whom signed (mother or person in loco parentis), (3) date it was signed, (4) date that father's continued absence began (5) indicate whether the father has provided full support during the three years immediately preceding the date of application.

EXAMPLE:

2A. CLASSIFICATION A.F.

2B. EVIDENCE VERIFYING CLASSIFICATION
CA 220 BY MO. 9/6/47-CO. FILE. FA'S.
CONT'D. ABSENCE BEGAN 10/8/41. FA.
HAS NOT FULLY SUPPORTED DURING 3 YEARS
IMMEDIATELY PREC. APP.

Illegitimate Classification
(See Secs. 193-20, 235-50)

If the alleged father cannot be located, record:

- (1) Dates covering the period of efforts to locate the alleged father.
- (2) Results of efforts made to determine whether alleged father made a statement of paternity to a third person.

If a statement or an aff'd of a third person is secured, give the date and content of the third person's statement, i.e., paternity was not acknowledged or was denied to that person. (See examples b and c below.)

EXAMPLE A:

2A. CLASSIFICATION
ILLEGITIMATE

2B. EVIDENCE VERIFYING CLASSIFICATION
EFF. TO LOC. ALL. FA. 6/18/47-9/27/47
INVEST. REVEALS NO PAT. STATEMENT TO
3RD PERSON.

EXAMPLE B:

2A. CLASSIFICATION
ILLEGITIMATE

2B. EVIDENCE VERIFYING CLASSIFICATION
EFF. TO LOC. ALL. FA. 4/16/47-8/19/47
STATEMENT MAT. GRMO. 5/14/47 PAT. NOT
ACKN. - CO. FILE.

EXAMPLE C:

2A. CLASSIFICATION

2B. EVIDENCE VERIFYING CLASSIFICATION
EFF. TO LOC. ALL. FA. 9/6/47 - 1/5/48
STATEMENT OF MO'S SISTER. PATERNITY
DENIED 12/27/47 CO. FILE.

(Section Continued on Next Page)

237-75 (Continued)

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Eligibility Requirements

How Verified

2A. Classification

Record appropriate abbreviations for classification under which child/children is eligible. (See Sec. 190-00, Chart Defining Classification of Needy Children.)

W.O. -Orphan
H.O. -Half Orphan
A.F. -Absent Father
Illeg. -Dependent Illegitimate Child
P.C.I. -Parent Committed to
Institution
C.I.F. -Incapacitated Father
T.B.F. -Tuberculous Father
Abd. -Abandoned Child
Fdlg. -Foundling

2B. Evidence verifying classification

Record (1) nature of evidence, (2) date pertinent to establishment of classification, e.g., date of parent's death, (3) where evidence may be reviewed.

EXAMPLES UNDER 2A (CLASSIFICATION) AND 2B (EVIDENCE VERIFYING CLASSIFICATION)

Whole Orphan Classification
(See Sec. 192-00, 235-35)

Evidence of the deaths of both parents and dates of death is required.

EXAMPLE:

2A. CLASSIFICATION W.O.2B. EVIDENCE VERIFYING CLASSIFICATION

CERT. CPY MO'S. DTH. CTF. DECEASED
3/19/39 AND AFF'D PHYS. ATTNDG. FA.
AT DTH. DECEASED 1/15/34 CO. FILE.

Half Orphan Classification
(See Secs. 193-00, 193-10,
193-12, 193-40, 235-40, and
235-60)

Evidence of death of one parent and date of death, or of court order of presumptive death, or of adoption by one person and date of court order, is required.

EXAMPLE:

2A. CLASSIFICATION H.O.2B. EVIDENCE VERIFYING CLASSIFICATION

CT. ORDER PRESMP. DTH. OF FA. 5/29/38
ALA. CO. CLK'S OFF.

(Section Continued on Next Page)

237-75 (Continued)

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Eligibility Requirements

How Verified

Tuberculous Father Classification
(See Secs. 195-00, 235-70)

Record: (1) the fact that the physician's report Form CA 242 is completed, (2) date of the examination by the physician, (3) where the CA 242 may be reviewed.

EXAMPLE:

2A. CLASSIFICATION I.B.F.2B. EVIDENCE VERIFYING CLASSIFICATION
CA 242, EXAMINED 3/5/47. CO. FILE.Abandoned Child Classification
(See Secs. 194-00, 235-65)

Record: (1) nature of evidence, (2) date of court order declaring child abandoned or dates covering period of abandonment, (3) where the evidence may be reviewed.

EXAMPLE A:

2A. (WHEN CHILD DECLARED ABANDONED BY COURT)
CLASSIFICATION ABD.2B. EVIDENCE VERIFYING CLASSIFICATION
CT. ORDER OF ABANDONMENT 5/18/47 SACTO.,
CO. CLK'S OFFICE.

EXAMPLE B:

2A. (WHEN CHILD NOT DECLARED ABANDONED BY COURT)
CLASSIFICATION ABD.2B. EVIDENCE VERIFYING CLASSIFICATION
CHILDREN'S PROTECTIVE SOC. RECORD 12/15/45;
ROUTINE EFF. TO LOC. ALL CLUES FOLLOWED
11/1/45 TO 3/1/47 CO. FILE.

(Section Continued on Next Page)

237-75 (Continued)

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Eligibility Requirements

How Verified

If the alleged father is located and denies paternity or refuses to make a statement regarding paternity; record:

(1) Date and content of alleged father's statement.

EXAMPLE A:

2A. CLASSIFICATION
ILLEGITIMATE

2B. EVIDENCE VERIFYING CLASSIFICATION

7/16/47 ALL. FA. INTERVIEWED DENIED PATERNITY
CO. FILE.

EXAMPLE B:

2A. CLASSIFICATION

2B. EVIDENCE VERIFYING CLASSIFICATION

9/16/47 ALL. FA. INTERV. REFUSES TO ACKN. OR
DENY PAT. CO. FILE.

Parent Committed to Institution

(See Secs. 193-30, 235-55)

Record: (1) nature of evidence verifying the date of the parent's commitment, (2) the date of commitment, (3) type of institution, and (4) nature of the request for notification of change of status, (5) where evidence may be reviewed.

EXAMPLE A:

2A. (WHEN FATHER COMMITTED TO PRISON)
CLASSIFICATION P.C.I.

2B. EVIDENCE VERIFYING CLASSIFICATION

COMMITMENT ORDER, FA. COMM. SAN QUEN.
5/10/44, ALA. CO. CLK'S OFF. REQ. FOR NOT.
OF CHG. OF STAT. 5/28/46, CO. FILE.

EXAMPLE B:

2A. (WHEN FATHER COMMITTED TO HOSPITAL)
CLASSIFICATION P.C.I.

2B. EVIDENCE VERIFYING CLASSIFICATION

LET. FROM AGNEWS 5/25/46, EA. COMM. 8/4/42,
REQ. FOR NOT. OF CHG. OF STAT. 5/25/46 CO.
FILE.

EXAMPLE C:

2A. (WHEN FATHER UNDER MILITARY COMMITMENT)
CLASSIFICATION P.C.I.

2B. EVIDENCE VERIFYING CLASSIFICATION

CERT. CPY. GEN'L. COURT MARTIAL. FA. SENTENCED
9/5/44 - DISCIPLINARY BARRACKS, TURLOCK, CALIF.
REQ. FOR NOT. CHG. OF STATUS 8/26/45, CO. FILE.

Incapacitated Father Classification

(See Secs. 196-00, 235-75)

Record: (1) fact that the physician's report, Form CA 240, is completed, (2) date of the examination by the physician, (3) where the CA 240 may be reviewed.

EXAMPLE:

2A. CLASSIFICATION C.I.F.

2B. EVIDENCE VERIFYING CLASSIFICATION

CA 240, EXAMINED 11/18/45, CO. FILE.

(Section Continued on Next Page)

237-75 (Continued)

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Eligibility Requirements

How Verified

5A. Payee - Relationship - Record family or other relationship of payee to each child. When the payee is other than the applicant, record "Signature on file," or "S.O.F.", to indicate that the county has the payee's signature on file. If the child is in a home eligible for federal participation, the signature of the eligible payee shall be secured on Form CA 232 (Notice of Change) and retained in the county file. (See Sec. 628-00) If the child is in a home ineligible for federal participation, the signature of the ineligible payee must be on file in the county record.

5B. Payee - Name if Other than Applicant
Enter name of payee if other than applicant. NOTE - If there are two or more payees, see special instructions for completion of Item 14.

6A. Verified Birth Date - Record birth date for each child as verified by the birth evidence. (See Chapter 105-00, Age.)

6B. Evidence verifying birth date
Record: (1) nature of evidence, (2) date of document, i.e., date original document was recorded (Exception: When a certification from the California State Bureau of Vital Statistics is used the date of document is not required), and (3) where document may be reviewed.

EXAMPLE:

CERT. COPY. BIRTH CTF. 1/18/36 APP'S POSS.

NOTE - IF CHILD'S NAME ON BIRTH EVIDENCE IS OTHER THAN NAME NOW USED RECORD NATURE OF EVIDENCE RECONCILING DISCREPANCY.

7A. School Status (children 16-18)
List the names of children 16 to 18 for whom application is made who are otherwise eligible for federal participation. Indicate by checking "Yes" or "No" whether each child is enrolled in school. (See Sec. 235-20 School Attendance as Requirement for Federal Participation.)

7B. Evidence verifying school attendance
Record: (1) Nature of evidence, (2) date of original document, and (3) where evidence may be reviewed.

EXAMPLE:

CA 213, 9/20/45, CO. FILE.

(Section Continued on Next Page)

237-75 (Continued)

Page 8 of 237-75

Eligibility Requirements

How Verified

Foundling Classification
(See Secs. 192-00, 235-35)

Record: (1) whether the affidavit of the person who found the child has been obtained, (2) date child was found, (3) efforts to identify child, (4) where evidence may be reviewed.

EXAMPLES:

2A. CLASSIFICATION FD LG.2B. EVIDENCE VERIFYING CLASSIFICATION

AFF'D. OF ANNA JONES WHO FOUND CHILD 7/6/46 CO. FILE
CHILD NOT IDENTIFIED. CHILDREN'S HOME SOCIETY RECORDS
7/7/46 TO 8/10/47.

3. Given names of children

Record the children's given names. If there are more than five children of the same parents, use the second Item 3 for the additional given names. When there are two sets of parents (e.g., two fathers), use the second set of Items 1A through 6B. A rider may be used for additional children or for any additional classification in the same family. The children's names are verified by the birth evidence. If the child's name on birth evidence is other than now used by child, record both names underscoring name now in use.

4. Living Plan - Record living plan for each child by showing whether he is in his own home, the home of a relative eligible or ineligible for federal participation in the grant of aid, in a boarding home, or in an institution. The following abbreviations should be used:

O.H. -Own home
E.R. -Eligible relative
I.R. -Ineligible relative
B.H. -Boarding Home
Inst. -Institution

Verification of the living plan is recorded in the narrative.

(Section Continued on Next Page)

237-75 (Continued)

Page 11 of 237-75

Eligibility Requirements

How Verified

9A. Property owned by parents and/or child (ren). (See Sec. 135-40)

(1) Record verified total county assessed value of all combined real property owned by parent, parents and/or child or children after deducting all encumbrances of record. If investigation verifies that parent, parents, and/or child/children owns no real property record "None".

EXAMPLE A:

9A

(1) REAL PROPERTY, ASSESSED VALUE \$450
(LESS ENCUMBRANCES OF RECORD)

EXAMPLE B:

9A

(1) REAL PROPERTY, ASSESSED VALUE \$1250
(LESS ENCUMBRANCES OF RECORD)

EXAMPLE C:

9A

(1) REAL PROPERTY, ASSESSED VALUE \$NONE
(LESS ENCUMBRANCES OF RECORD)

EXAMPLE D: (IF CHILDREN WHOLE ORPHANS)

9A

(1) REAL PROPERTY, ASSESSED VALUE \$NONE
(LESS ENCUMBRANCES OF RECORD)
(2) Record verified value of cash or securities owned by parent, parents, and/or child or children. (See Secs. 143-05, 233-00.) (If face value of non-exempt insurance policies is used in determining the value of personal property, include face value in total of cash and securities. See Sec. 143-89, Verification of Insurance.) If verified by investigation that parent, parents, and/or child/children have no personal property record "None".

9B. Evidence verifying property

(1) Refer to the property search, giving date of search and where evidence may be reviewed. Reference to correspondence is added when ownership of property outside the county has been verified. If the children are whole orphans and the investigation does not indicate that a property search is necessary, record "Property search not indicated."

9B

(1) 2 YR. PROP. SEARCH, 1/8/47, CO. FILE.

9B

(1) 2 YR. PROP. SEARCH 12/19/46, LETTER ALA. CO. ASSESSOR 12/16/46, CO. FILE.

9B

(1) 2 YR. PROPERTY SEARCH 1/8/47, CO. FILE.

9B

(1) PROPERTY SEARCH NOT INDICATED.

(2) Applicant is parent - If a parent declares no personal property, the investigation discloses none, and the parent's signed Authorization for Financial Investigation, Form CA 228, is on file, record, "Parent declared none. CA 228 on file."

Applicant is other than parent
If a Form CA 228 signed by the parent or parents is not available (see Sec. 230-35, Authorization and Consent for Investigation), and the investigation discloses none, record: "Declared none - investigation discloses none."

If the investigation discloses possession of personal property, record source of verification, date of verification, and where evidence may be reviewed.

(Section Continued on Next Page)

237-75 (Continued)

Page 10 of 237-75

Eligibility Requirements

How Verified

8A. B. and C. residence - State and Non-County

8D. Evidence verifying residence

A. Unless state or county residence differs for any of the children, indicate all children by the name of the first child followed by "et al".

B. Show how state residence is established (i.e., by birth, by parent's residence or by the physical presence of the child. (SEE SECS. 121-20 AND 129-05.)

C. Complete this item for non-county cases only. Record the date on which residence was established in the county of application. (SEE SEC. 122-15)

8D1. Record: (1) nature, (2) date, and (3) where evidence verifying state residence may be reviewed. Indicate period of residence verified by the documents. (Exception: When birth evidence as recorded under 6B shows birth in California, cross reference this item to 6B.)

EXAMPLE A: SEE ITEM 6B.

EXAMPLE B: CONTINUOUS CATHOLIC WEL. BUREAU RECORD FROM 1/8/45 TO DATE OF APPLICATION.

EXAMPLE C: CA 221, 7/18/47, CHILD PHYSICALLY PRESENT IN CALIF. SINCE 8/9/45, CO. FILE.

8D2. When the child has county residence of less than one year, evidence of state and county residence (this includes state residence evidence for children not born in California, Form CA 204, evidence to support CA 204, and Form CA 234) shall be submitted to SDSW with the CA 200 and CA 201. (SEE SEC. 232-20, NON-COUNTY RESIDENCE PROCEDURE.)

Note: When birth evidence verifies birthplace as California, it is not necessary to submit evidence of state residence for that child.

Copies of all evidence should be retained in the county file. If evidence other than an affidavit is used, the original (e.g., employment records, rent receipts, etc.) may be retained in the county file and details reported on Form CA 203.

Record "residence evidence attached" for both 8D(1) and (2).

(Section Continued on Next Page)

237-75 (Continued)

Page 13 of 237-75

Eligibility Requirements

How Verified

EXAMPLE A:

(1) ABLE TO CONTRIBUTE "YES"

(2) ACTUAL CONTRIBUTION, \$12.50

EXAMPLE B:

(1) ABLE TO CONTRIBUTE "No"

(2) ACTUAL CONTRIBUTION "NONE"

(1) VER. FA. WAGES - HALE BROS. 3/1/47 Co.
FILE AND INTERVIEW FA. 4/1/47 Co.
FILE.(2) HOME VISIT TO CARETAKER 3/19/47, Co.
FILE.

(1) CA 245 - 8/16/47 - Co. FILE

(2) CA 245 - 8/16/47 - Co. FILE

11A. Assistance plan-Family budget basis

(SEE SEC. 158-10)

Record: (1) the total budget for the family unit, (2) total net income to family unit, (3) budgetary deficiency (i.e., the difference between the total budget and the total net income to family unit). and (4) the ANC grant.

EXAMPLE:

11A

(1) TOTAL BUDGET FOR FAMILY UNIT.....	\$125.53
(2) TOTAL INCOME TO FAMILY UNIT.....	56.18
(3) DEFICIENCY.....	69.35
(4) ANC GRANT.....	70.00

11B. Verification and explanation of assistance plan.

Indicate date on which budget was estimated. Record nature, date, and where evidence verifying source and amount of each item of income may be reviewed. The Gen M48 shall not be referred to as verification of income (SEE SEC. 233-25).

EXAMPLE:

(1) GEN M48, 7/18/47, Co. FILE
(2) AWARD LETTER, 6/14/47 SOC. SEC. Bd. APP'S. POSS.
(3) GEN M48, 7/18/47 Co. FILE
(4) GEN M48, 7/18/47 Co. FILE

NOTE - IF THE BUDGETARY NEEDS OF THE FAMILY BUDGET UNIT, LESS FOOD, CLOTHING, AND PERSONAL NEEDS OF THE INELIGIBLE CHILD/CHILDREN ARE SMALLER IN AMOUNT THAN THE MAXIMUM BASIS FOR FEDERAL PARTICIPATION FOR THE ELIGIBLE CHILDREN, ENTER THE ACTUAL FEDERAL MATCHING BASIS UNDER ITEM 11B (4) (SEE SEC. 158-10 AND 627-20)

Assistance plan - Individual child
Basis (SEE SEC. 158-20)

12A. Record: The given name of each child

12B. Record: The total needs of each child opposite the name of the child.

12C. Record: The contribution from parent for each child.

12D. Record: The amount of other income for each child.

12E. Record: The amount of the grant for each child.

12F. Indicate for each child on line following name, date of computation of individual needs and where recorded, and nature, date, and where evidence verifying source and amount of each item of income may be reviewed.

(Section Continued on Next Page)

237-75 (Continued)

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Eligibility Requirements

How Verified

EXAMPLE A:

9A

(2) CASH AND/OR SECURITIES, VALUE..\$57.50

9B

(2) LETTERS 9/7/47 AND 8/31/47 MET. LIFE INS. CO. AND BANK OF AMER. CO. FILE.

EXAMPLE B:

9A

(2) CASH AND/OR SECURITIES, VALUE..\$206

9B

(2) F. V. NON-EXEMPT INS. POL. AND BANK CLEARANCE BANK OF AMER. 9/6/47, Co.F.B.E.

EXAMPLE C: (IF PARENT IS APPLICANT AND DECLARED NO PER. PROP.)

9A

(2) CASH AND/OR SECURITIES, VALUE..\$NONE

9B

(2) DECLARED NONE-SIGNED CA 228, Co. FILE.

EXAMPLE D: (IF APPLICANT OTHER THAN PARENT AND CA 228 NOT AVAILABLE)

9A

(2) CASH AND/OR SECURITIES, VALUE..\$NONE

9B

(2) DECLARED NONE - INVESTIGATION REVEALS NONE.

(3) Record: "No" if no transfer of either real or personal property was made for the purpose of qualifying for aid.

(3) Since the two-year property search would reveal a transfer or assignment of real property, cross reference to 9B(1) may be entered in 9B(3) to indicate verification of 9A(3). If investigation of personal property indicates no transfer or assignment, record in 9B(3), "Investigation reveals none." (If the investigation shows that a transfer was made but was one which was not in violation of Sec. 135-00, Transfer of Real Property to Qualify for Aid, or of Sec. 146-10, Transfer or Assignment of Personal Property, the facts which resulted in this conclusion shall be included in the county case record.)

10A. Contribution from parent not living with child (See Secs. 158-20, 172-10, 234-05) Under 10A (1) check in appropriate square whether parent is able to contribute. If answer is "yes", record under 10A (2) the amount of the actual contribution.

10B. Evidence verifying ability to support and contribution from parent(s) Record: (1) nature, date and where verification of parent's ability or inability to contribute or support may be reviewed, (2) nature, date, and where evidence verifying amount of contribution may be reviewed.

(Section Continued on Next Page)

237-75 (Continued)

Page 15 of 237-75

15. Denial by the Board of Supervisors (See Sec. 250-00)

Record: Name of county, date of action, names of children for whom aid is denied and the reason for denial.

Signature of County Clerk or Deputy

The certificate shall be signed by the county clerk or deputy, or chairman of the board of supervisors. The signature may be either the original or a facsimile.

16. This section is completed by the SDSW.

ADDITIONAL CHILDREN

When an additional child of a family currently receiving ANC on a Family Budgetary Basis is placed on aid by a subsequent Form CA 201, and the payee is the same as for the other children, Item 11, Assistance Plan, shall be completed for all children including those on the first Form CA 201. Items 13 and 14 shall include the names of the children on the first Form CA 201 and Item 14 shall show the full amount of the currently authorized grant.

When the payee for the additional child is not the same as for the children already receiving aid, Items 11, 13, and 14 shall be completed for the additional child only.

When an additional child of a family currently receiving ANC is placed on aid by a subsequent Form CA 201 and the grant is to be computed on an Individual Child Basis, Items 12 through 14 are completed the same as for an initial certificate of eligibility for the additional child only.

(W&IC 1560)

237-75 (Continued)

Page 14 of 237-75

13. Recommendation of Public Assistance Worker

- A. List the names of the children who qualify for aid. If the beginning date of aid is later than specified under Section 1550 or 1552 of the W&IC, indicate the date from which eligibility is verified and give the reason for ineligibility prior to that date. (SEE SECS. 250-00 AND 611-50)
- B. List the names of the children who do not qualify for aid and give the reason. (SEE SEC. 250-00)
- C. List the names of the children whose eligibility or ineligibility status has not been determined and give the reason county action is withheld. (SEE SEC. 250-00)

Signature of County Public Assistance Worker

The certificate should be signed and dated by the county public assistance worker who makes the recommendation that aid be granted or denied. The signature may be either the original or a facsimile.

Signature of Case Supervisor or Director

The certificate should be signed and dated by the public assistance supervisor or county welfare director. The signature may be either the original or a facsimile.

14. Approval by the Board of Supervisors

Record: Name of county, date of action, and the beginning date of aid. If aid is granted on a family budget basis for all children, list the names of the children and enter the total grant opposite the name of the first child.

If there is more than one payee for children of a family group and aid is granted on a family budget basis to each payee, enter the amount of the grant to each payee.

If one or more children is receiving foster care, list the name of the child and enter the amount of the individual grant opposite the name of each child. (SEE SEC. 158-20)

If the beginning date of aid differs for one or more of the children, indicate the specific date of aid opposite the name of each child.

Signature of County Clerk or Deputy

The certificate shall be signed by the county clerk or deputy, or chairman of the board of supervisors. The signature may be either the original or a facsimile.

(Section Continued on Next Page)

FORM CA 201
State of California

Department of Social Welfare

CERTIFICATE OF VERIFICATION OF ELIGIBILITY
AID TO NEEDY CHILDRENIf Non-County case
Check here ☐

MARY MANCHESTER

MOTHER

54321

SAC 234 CA

Name of Applicant
(As on Form CA 200)

Relationship of Children

County Number

Former State Number

State Number

ELIGIBILITY REQUIREMENTS

PROOF OF ELIGIBILITY
NATURE, DATE AND LOCATION OF EVIDENCE

1A Children's Surname Turner	1B Mother's Name Mary	1C Father's Name George E.	1D. Evidence verifying parentage Birth evi. Names man & wo. as parents. Dth. Ctf. of man names wo. as widow. Co. file.
2A. Classification H.C.			2B. Evidence verifying classification Cert. cpy. Fa's. Dth. Ctf. 6-1-36. Co. File.
3 Given Names of Children George Marian Peter	4 Living Plan O.H. O.H. B.H.	5 PAYEE A Relationship Mother Mother None B Name if Other Than Applicant Beth Smith S.O.F.	6A Verified Birthdate 6-4-31 8-9-33 4-22-35
6B. Evidence verifying birthdate Bapt. Ctf. 8-5-31 mo. poss. Cert. cpy. B/Ctf. 8-21-33 co. file Notif. Sacto. Co. Recorder 4-26-35 co. file			
1A Children's Surname Manchester	1B Mother's Name Mary	1C Father's Name Joe	1D. Evidence verifying parentage Cert. cpy. Marr. Ctf. 9-18-38. Applicant's poss.
2A. Classification AF			2B. Evidence verifying classification CA 220 by mo. 10-2-47 co. file-Fa's. cont'd absence began 10-8-43. Fa. has not fully supp. dur. 8 yrs. immed. prec. app.
3 Given Names of Children Gloria	4 Living Plan O.H.	5 PAYEE A Relationship Mother	6A Verified Birthdate 12-10-40
6B. Evidence verifying birthdate Cert. cpy. Bth. Ctf. 1-6-41 mo. poss.			
7A SCHOOL STATUS (Children 16-18) Names of Children George		REGULAR SCHOOL ATTENDANCE Yes No X	
7B. Evidence verifying school attendance CA 213 11-6-47 co. file			
8A RESIDENCE George Marian Et Al	B STATE (1) How Established Phy. pres. Birth	C NON-COUNTY (2) Date County Residence Began	8D. Evidence verifying State residence on first line (1). If non-co. case, evidence verifying co. residence on second line(2) 1 CA 221 - 1933 to present 11-8-47 co. file 2 1 See 6B 2 1 2
9A. Property owned by parents and/or child(ren): (1) Real property, assessed value (less encumbrances of record) \$ 1,000 (2) Cash and/or securities, value. \$ None (3) Has made voluntary assignment of property			9B. Evidence verifying property: (1) 2 yr. prop. search 11-18-47 co. file (2) Declared none-signed CA 228 11-6-47 co. file. (3) 9B(1) Investigation reveals none
10A. Contribution from parent(s) not living with child(ren): (1) Able to contribute Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (2) Actual contribution. \$ None			10B. Evidence verifying ability to support and contribution from parent(s): (1) Fa's. whereabouts unkn. (2)

FORM CA 201 (revised)-- September, 1947

(For reverse of form see next page)

(SECTION CONTINUED ON NEXT PAGE)

STATE OF CALIFORNIA

Form BL 244

DEPARTMENT OF SOCIAL WELFARE

PLAN FOR REHABILITATION
AID TO NEEDY BLINDCOUNTY SACRAMENTO
NAME RICHARD ROE
STATE NUMBER SAC 1234 BL
COUNTY NUMBER 00506

TO THE STATE DEPARTMENT OF SOCIAL WELFARE:

I HEREBY REQUEST THAT SPECIAL CONSIDERATION BE GIVEN MY APPLICATION FOR AID TO THE NEEDY BLIND FOR THE FOLLOWING REASONS:

1. I OWN CASH, SECURITIES AND/OR CASH SURRENDER VALUE IN INSURANCE IN EXCESS OF \$600 AS FOLLOWS:

A. CASH IN THE AMOUNT OF \$ 750.00B. SECURITIES, VALUE \$ NONE DESCRIPTION _____C. CASH SURRENDER VALUE IN INSURANCE \$ 100

(EXPLAIN FULLY)

2. I AM (PREPARING TO ENGAGE IN) A REMUNERATIVE ENTERPRISE WHICH WILL REQUIRE ADDITIONAL RESOURCES FOR FINANCING, AS FOLLOWS: (EXPLAIN FULLY)

TURKEY FARM. CASH RESERVE NEEDED TO PAY FOR EQUIPMENT AND STOCK, AND TO REPLACE LOSSES UNTIL NET PROFITS INCREASE.3. I HAVE A PLAN OF REHABILITATION WHICH WILL REQUIRE ADDITIONAL RESOURCES FOR FINANCING, AS FOLLOWS: (EXPLAIN FULLY) STOCK TO BE PURCHASED AND EQUIPMENT FOR RAISING THE YOUNG POULTS. THERE WILL BE NO INCOME FROM THIS PROJECT UNTIL THE BIRDS ARE GROWN AND READY FOR MARKET. FROM THIS START I EXPECT TO INCREASE MY FLOCK FOR THE FOLLOWING YEAR.

(EXPLAIN FULLY)

4. DATE ENTERPRISE OR REHABILITATION ENTERPRISE (WILL START) FEBRUARY, 1946

5. I AM RECEIVING REHABILITATION TRAINING FROM THE FOLLOWING SOURCE _____

6. I HAVE APPLIED FOR REHABILITATION TRAINING FROM THE FOLLOWING SOURCE _____

7. I ESTIMATE IT WILL REQUIRE _____ TO COMPLETE MY TRAINING.
LENGTH OF TIME8. I ESTIMATE THE AMOUNT OF \$ 350.00 WILL BE NECESSARY TO CARRY OUT MY PLAN.9. I ESTIMATE MY INCOME FROM THE ENTERPRISE WILL BE APPROXIMATELY \$ 100 PER MONTH AFTER THE FLOCK HAS BEEN ESTABLISHED.Richard Roe

SIGNATURE OF APPLICANT

COUNTY RECOMMENDATIONS:

THAT AID BE GRANTED. VERIFICATION IN COUNTY FILE OF THE APPLICANT'S CASH. BANK BOOK SEEN 11/15/45. WORKER SAW CORRESPONDENCE WITH JONES & HANSEN, OF MODESTO RE PURCHASE OF EQUIPMENT. LETTERS FROM MR. J. H. CANE, LINCOLN RE PURCHASE OF STOCK. REPT. IN COUNTY FILE.11/19/45

DATE

Margaret Summers

SIGNATURE OF COUNTY WORKER

APPROVED BY THE STATE DEPARTMENT OF SOCIAL WELFARE THIS TWENTY-THIRD DAY OFNOVEMBER 1945.

(SIGNED)

Perry Sundquist

CHIEF DIVISION FOR THE BLIND

FORM BL 244, REVISED JUNE, 1945

(Section Continued on Next Page)

250-99 (Continued)

250-99

FORM CA 203

FORM CA 203--December, 1940
State of California
DEPARTMENT OF SOCIAL WELFARE
Summary of Information From
Review of Documentary Evidence

Sacramento

11111

County

County Number

SUMMARY OF INFORMATION FROM REVIEW OF DOCUMENTARY EVIDENCE
AID TO NEEDY CHILDREN

THIS IS TO CERTIFY, That the following original or certified copies of documentary evidence pertaining to the verification of Parentage, Classification, Birth, and/or Residence for Joan and
Albert Adams have been reviewed.

Full name of child(ren)

Nature of Evidence:

1. County Recorder's record of death, 6/1/40, showing Allan Adams died
5/30/40 in Sacramento. Wife's name shown as Mabel Jones Adams.
2. Baptismal certificate, recorded 7/9/35, First Presbyterian Church,
San Francisco, showing Joan Adams born 4/6/35, mother, Mabel Jones Adams;
father, Allan Adams; birthplace, Reno, Nevada.
3. Baptismal certificate, recorded 11/5/38, First Presbyterian Church,
San Francisco showing Albert Adams born 7/10/38, mother, Mabel Jones Adams;
father, Allan Adams; birthplace, San Francisco, California.
4. Sacramento Co. Public relief record shows continuous contact with family
of Allan and Mabel Adams from 4/1/40 to present.

Where Evidence May Be Reviewed:

- | | |
|---|--|
| 1. <u>Sacramento County Recorder's office</u> | 4. <u>Sacramento County Welfare office</u> |
| 2. <u>Mother's possession</u> | 5. _____ |
| 3. <u>Mother's possession</u> | 6. _____ |

Lola Larson

Signature of Worker Reviewing Evidence

Date signed

Sept. 9, 1944

(Section Continued on Next Page)

250-99 (Continued)

250-99

FORM CA 201 (Reverse)

11A. Assistance plan--Family budgetary basis:

- (1) Total budget for the family unit . . . \$ 165.27
 (2) Total income to family unit. . . . \$ 12.50
 (3) Deficiency \$ 152.77
 (4) ANC grant. \$ 153.00

11B. Verification and explanation of assistance plan:

Gen M 11-27-47 cc. file
 Net rental from room = Dup. receipts app. poss
 Gen M48 = 11-27-47
 Gen M48 = 11-27-47

12A. Assistance plan--Individual child basis:

12A Names of Children	12B Total Need Individual Child	12C Contribution From Parent	12D Other Income	12E ANC Grant Each Child
1. Peter	\$53.00	\$ None	\$ None	\$ 53.00
2.				
3.				
4.				
5.				
6.				

12F

Verification and Explanation
of

Assistance Plan

Interv. B/H mo. 11-22-47 cc. file

I certify that the above facts have been verified by investigation, that supporting evidence is on file in the county office, is open to inspection by duly authorized State and Federal representatives and that to the best of my knowledge and belief the children listed below are entitled to Aid to Needy Children under the existing law.

13A. Recommendation of County Public Assistance Worker that aid be granted in the amount or amounts shown in Items 11A(4) and/or 12E above for George, Marian, Peter and Gloria

Names of Children

If beginning date of aid is later than provided under Section 1550 or 1552 of the W.&I. Code specify date from which eligibility is verified _____. Reason for ineligibility prior to this date _____

13B. _____ Do not qualify for Aid to Needy Children and I recommend that aid

Names of Children

be denied for the following reasons:

13C. Donald Reason county action withheld: Visiting

Names of Children

Grandmother's home at present

Grace Lee 12-3-47
 Signature of County Public Assistance Worker Date

Louise Lewis 12-7-47
 Signature of Case Supervisor or Director Date

14. Passed by the Board of Supervisors of Sacramento County this 9 day of December 19 47, aid to begin on the 1st day of December 19 47 for:

Names of Children	Amount	Names of Children	Amount
<u>George</u>	<u>\$153.00</u>		
<u>Marian</u>			
<u>Gloria</u>			
<u>Peter</u>	<u>\$ 53.00</u>		

William Allen
 Signature of County Clerk or Deputy

15. Denied by the Board of Supervisors of _____ County this _____ day of _____ 19 _____, for _____

Names of Children

for the following reasons:

Signature of County Clerk or Deputy

16. TO BE COMPLETED BY THE
STATE DEPARTMENT OF
SOCIAL WELFARE

Aid to begin _____
 Amount. \$ _____

Signature of Reviewer

Date

(SECTION CONTINUED ON NEXT PAGE)

**291-10 MAINTENANCE OF A CURRENT SAMPLE
OAS****291-10**

In order to maintain current information on all sample cases, schedules are to be submitted on all cases with the specified case number endings at the time of:

1. Approval of the original grant of aid.
2. Approval of reapplication for aid.
3. Restoration of aid.
4. Annual reinvestigation of eligibility.

(W&IC 115, 116)

**292-00 INSTRUCTIONS ON COMPLETION OF OAS SAMPLE STUDY SCHEDULE
OAS****292-00**

Items that are self-explanatory are not included in the following sections.

**292-02 DATE APPLICATION SIGNED
OAS****292-02**

OAS-- Item F

Enter the date of application on the basis of which OAS was first granted in your county. (W&IC 115, 116)

**292-03 DATE OF APPROVAL
OAS****292-03**

OAS - Item G

Enter the date on which the board of supervisors approved the application reported in F. (W&IC 115, 116)

**292-05 RACE
OAS****292-05**

OAS-Item J

1. White - Generally members of the Caucasian race are classified as white. Possible deviations are enumerated under 4. Mexicans are classified in 3.
2. Negro - A person of mixed white and negro blood (of any percentage) is classified as a Negro. Both black and mulatto persons are recorded as Negroes. A person of mixed Indian and Negro blood is reported as a Negro, unless Indian blood predominates and the person's status as an Indian is generally accepted in the community.
3. Mexican - Circle if individual is generally accepted as Mexican.

(Section Continued on Next Page)

290-00 PURPOSE, OAS PERMANENT SAMPLE
OAS

290-00

The OAS Sample Study is planned to collect socio-economic data on a representative sample of OAS cases.

This procedure supersedes reporting on the Social Data Record Card (Form Ag 230).

Information collected on the OAS Permanent Sample Schedule (Form Ag 251) will be used:

1. To prepare estimates on the cost and effect of proposed legislation.
2. To check the possible results of proposed departmental rulings, procedures, etc.
3. To estimate the effect of economic changes, trends, etc.
4. To provide basic socio-economic data on OAS for county welfare administrators, other public officials, and press releases.
5. To provide information required for special and routine reports of the Social Security Administration.

This basic schedule is planned with a view to answering the questions most frequently raised. However, questions which arise from time to time, e.g., during Legislative Sessions, will require special studies. The cases included in the OAS Permanent Sample will form the sample for special studies as the need for such inquiries arise. In many instances, only a portion of the OAS Permanent Sample will be utilized. The number to be included will depend upon the complexity of the inquiry. The SDSW will prepare a list of the cases to be included and otherwise assist in minimizing and routinizing the work of county welfare departments in meeting requests for special data on OAS. (W&IC 115, 116)

291-00 SUBMISSION OF OAS SAMPLE STUDY SCHEDULES
OAS

291-00

An OAS Sample Study Schedule (Form Ag 251) is to be completed in duplicate for all OAS cases for which the last two digits of the State Case Numbers are 22, 44, 66, or 88. One copy is to be sent to the SDSW. One copy is to be filed with the county case record. (W&IC 115, 116)

291-05 ESTABLISHMENT OF THE BASIC SAMPLE
OAS

291-05

In order to establish the basic body of information on the cases to be included in the sample, schedules are to be completed for all sample cases, i.e., State Case Numbers whose last two digits are 22, 44, 66, or 88, that are active on January 1, 1948.

The basic schedules are to be submitted to the SDSW prior to March 1, 1948. (W&IC 115, 116)

292-25 SOURCE OF SUPPORT DURING 12 MONTHS IMMEDIATELY PRIOR TO
APPLICATION OR REAPPLICATION
OAS

292-25

OAS - Item N

Complete this item only on new applications and reapplications.

Circle each item from which the recipient received some support during the 12 months immediately prior to the application or reapplication for aid.

1. Own earnings - Includes earnings from applicant's own labor or services, income from business, etc.
2. Savings - Includes accumulated cash, securities, etc.
3. Children - Includes support in cash or kind by children or recipient. Circle this item even if the children's contributions for the recipient were paid to the recipient's spouse. This item does not include support received from allotments and allowances of children in the armed services; in such case circle Item 7 and specify this type of support.
4. Spouse - Includes any support provided by spouse irrespective of spouse's source of income. (Except as specified in 3.)
5. Old Age and Survivor's Insurance - Includes OASI retirement or survivor's benefits paid to the recipient under Title II of the Federal Social Security Act.
6. Public Assistance - Specify, such as General Relief, Aid to the Blind, included in ANC budget, etc.
7. Other - Specify such as military benefits, veteran's pension, industrial pension, church pension, workmen's compensation, income from property, support by relative other than spouse or child, support by friends, Railroad Retirement benefits, Unemployment Insurance benefits, confined to jail or prison, confined to state or county hospital, etc. (W&IC 115, 116)

292-30 PRESENT MARITAL STATUS
OAS

292-30

OAS - Item O

See Glossary - Marital Status.

292-05 (Continued)

292-05

4. Other - When the recipient is neither white, Mexican, nor Negro, circle 4 and specify race to which he belongs, as "Indian", "Chinese", etc. "Other races" include the following: Indian, Chinese, Japanese, Filipino, Hindu, Korean, Hawaiian, Malayan, Siamese, Samoan, all other. The following statement applies to classification of Indians, and other mixed races:

Indians - A white person of mixed white and Indian blood is recorded as Indian, except where the percentage of Indian blood is very small, or where he is regarded as a white person in the community where he lives.

Other mixed races - Mixtures of white and non-white races are reported according to the non-white parent. Mixtures of colored races are reported according to the race of the father, except Negro-Indian as explained under 2. (W&IC 115, 116)

292-10 DATE OF BIRTH
OAS

292-10

OAS - Item K

Enter the month, day, and year of birth which in the opinion of the public assistance worker is most accurate. This date may not be verified birth date since verification frequently does not go beyond that required to establish eligibility. (W&IC 115, 116)

292-15 TOTAL YEARS IN CALIFORNIA
OAS

292-15

OAS - Item L

Enter the total number of years the recipient has lived in California, disregarding interruptions, as of the date the OAS Permanent Sample Schedule is completed. This may not be the verified years but should be the number of years which in the opinion of the public assistance worker is most nearly correct. If the recipient has lived in California since birth, enter his age. (W&IC 115, 116)

292-20 PLACE WHERE SPENT ONE YEAR PRIOR COMING TO CALIFORNIA
OAS

292-20

OAS - Item M

Complete this item only on new applications and reapplications.

Enter state or foreign country where recipient last spent at least one year prior to his last entry into California. If the recipient has lived continuously in California, enter "Native". (W&IC 115, 116)

292-65 AMOUNT OF CURRENT GRANT
OAS

292-65

OAS - Item V

Under this item report the amount of the current OAS grant; i.e., the amount last authorized by the board of supervisors. However, do not include retroactive aid payments. (W&IC 115, 116)

292-70 OTHER INCOME
OAS

292-70

OAS - Item W

Enter the source and amount of each item of income (other than the OAS grant) considered in determining the grant shown in V.

Common sources of income are as follows: General Relief during first month of aid, use and occupancy of home, Old Age and Survivor's Insurance, Railroad Retirement benefits, Unemployment Insurance, contributions from spouse or adult children, contributions from non-responsible relatives or friends, pensions, annuities, income from real property, earnings, etc. In the case of contributions, care should be taken to distinguish between contributions from responsible relatives and non-responsible relatives or friends.

If the recipient has no income other than the OAS grant, enter "none".
(W&IC 115, 116)

292-50

292-50 (Continued)

5. Unimproved property - Circle 5 if the amount of assessed value shown in 1 includes a parcel of real property which is unimproved. Exclude burial plots.
6. Other - Circle 6 and specify the nature of the property if the amount of assessed value shown in 1 includes property not described by 3, 4, or 5. Exclude burial plots. (W&IC 115, 116)

292-55

292-55 TYPE OF GRANT

OAS

OAS-Item T

1. Flat grant - Circle 1 if the amount of the recipient's grant (shown in V) is calculated by the flat grant method; i.e., maximum grant minus income, if any.
2. Budget - Circle 2 if the amount of the recipient's grant (shown in V) is calculated by the budget method; i.e., total need, as computed from the latest budget schedule, minus income (grant not exceeding current maximum).
3. Excess need - Circle 3 if the amount of the recipient's grant (shown in V) is calculated by the excess need method; i.e., total need determined by adding cost of special needs to current maximum grant, minus income (grant not exceeding current maximum). (W&IC 115, 116)

292-60

292-60 AMOUNT OF TOTAL NEED

OAS

OAS-Item U

Enter the amount of total need as calculated by the budget or excess need method upon which the grant shown in V is based.

Omit this item for flat grant cases.

(W&IC 115, 116)

361-30 SUSPENSION PROCEDURE
OAS, ANB, APSB, ANC

361-30

The board of supervisors may for cause, and upon instructions to do so by the SDSW, shall cancel, suspend, or revoke aid except that an initial payment may not be suspended. (W&IC 2220, 3078.5, 3460, FSS-ADMIN.) The recipient shall be immediately notified of the county's action, the reason therefor, and the right of appeal therefrom. (SEE SEC. 361-80, NOTIFICATION TO RECIPIENT OF CHANGE IN GRANT.) (W&IC 2220.5)

Aid shall be suspended by the county when there is neither proof of continued eligibility nor proof of ineligibility. Suspension is the process whereby delivery of a warrant is withheld beyond the month for which the warrant is issued while circumstances which raise question regarding the recipient's continued eligibility are investigated. Upon completion of the investigation suspended warrants are either released to the recipient or canceled. Discontinuance of aid differs from suspension in that aid is discontinued only when the information establishes ineligibility for continued aid. An initial warrant may not be suspended. (SEE SEC. 361-50, DISCONTINUANCE OF AID.)

Action authorizing the suspension of aid shall be taken by the board of supervisors not later than the first meeting of the month following that for which delivery of a warrant is withheld. Exception: When the county welfare department establishes eligibility prior to the first board of supervisors' meeting of the month following that for which delivery of a warrant is withheld, the warrant may be released without the necessity of board action authorizing the suspension of aid, provided the warrant is delivered on or before the date of such board meeting.

Upon request of the SDSW, an immediate report of every suspension of aid shall be made. Such report shall state the reason for the suspension, the date on which the board of supervisors approved the suspension, and the progress made toward establishing eligibility.

When delivery of a warrant has been withheld but eligibility is subsequently established and the warrant is delivered on or before the last day of the month for which it is issued, suspension action is not necessary. (SEE SEC. 361-80, NOTIFICATION TO RECIPIENT OF CHANGE IN GRANT.)

In ANB and APSB, aid shall not be discontinued or suspended upon receipt of a Physician's Report of Eye Examination (Form Bl 227) which raises question as to the degree of blindness. Such a report shall be considered as conflicting evidence of eligibility in that one or more Forms Bl 227 indicating eligibility were previously obtained. The procedure outlined in Sec. 361-40, Continued Eligibility Questioned on Basis of Physician's Report of Eye Examination, shall be followed.

When information which raises question regarding continued eligibility makes it advisable to withhold delivery of the warrant for a particular month

(Section Continued on Next Page)

361-25 (Continued)

361-25

10. When the SDSW concurs in a county recommendation that retroactive aid be paid or when the county concurs in a SDSW recommendation that retroactive aid be paid in appeals involving degree of blindness. (SEE SEC. 325-42, STIPULATED APPEALS.)

11. Retroactive aid may be paid by the county when a payment was made in conformity with the authorized award and it is subsequently determined that the recipient was eligible to a larger grant, provided it is administratively possible to secure action of the board of supervisors and to deliver the warrant before the end of the second month following that in which the recipient was underpaid.

EXAMPLE A: AN OAS RECIPIENT RECEIVES \$50 IN OCTOBER, A \$10 DEDUCTION MADE BECAUSE OF A SON'S CONTRIBUTION. ON DECEMBER 5 THE COUNTY LEARNS THAT THE SON CEASED HIS CONTRIBUTION IN SEPTEMBER, AND THE RECIPIENT HAS HAD NO OTHER INCOME. HE WAS, THEREFORE, ELIGIBLE TO RECEIVE A GRANT OF \$60 FOR OCTOBER AND FOR NOVEMBER.

IF IT IS ADMINISTRATIVELY POSSIBLE, THE BOARD OF SUPERVISORS MAY GRANT RETROACTIVE AID DUE FOR OCTOBER PROVIDED THE WARRANT CAN BE DELIVERED NOT LATER THAN DECEMBER 31 AND FOR NOVEMBER PROVIDED THE WARRANT CAN BE DELIVERED NOT LATER THAN JANUARY 31.

EXAMPLE B: AN ANB RECIPIENT RECEIVED A GRANT OF \$35 IN OCTOBER ON JANUARY 21 THE COUNTY VERIFIED THAT INCOME FORMERLY RECEIVED CEASED IN OCTOBER AND THAT THE RECIPIENT WAS ENTITLED TO RECEIVE A GRANT OF \$75 FROM NOVEMBER 1. THE BOARD OF SUPERVISORS DOES NOT MEET AGAIN UNTIL FEBRUARY 5. ON THAT DATE THE FEBRUARY GRANT IS INCREASED TO \$75 AND RETROACTIVE AID FOR DECEMBER AND JANUARY MAY BE GRANTED PROVIDED THE RETROACTIVE AID DUE FOR DECEMBER CAN BE DELIVERED NOT LATER THAN THE LAST DAY OF FEBRUARY AND THE RETROACTIVE AID DUE FOR JANUARY CAN BE DELIVERED NOT LATER THAN MARCH 31. RETROACTIVE AID FOR NOVEMBER MAY BE GRANTED ONLY UPON CONCURRENCE OF THE SDSW OR UPON APPEAL TO THE SSMB.

EXAMPLE C. ANU IN THE AMOUNT OF \$150 WAS PAID FOR OCTOBER TO MEET THE BUDGETARY DEFICIENCY FOR A FAMILY OF MOTHER AND FOUR CHILDREN. ON NOVEMBER 10, COUNTY LEARNED THAT FAMILY HAD MOVED TO MORE ADEQUATE LIVING QUARTERS AND RENT FOR OCTOBER INCREASED BY \$7. THE BOARD OF SUPERVISORS MAY GRANT \$7 RETROACTIVE AID FOR OCTOBER PROVIDED SUCH ACTION IS TAKEN IN NOVEMBER OR DECEMBER AND THE WARRANT IS DELIVERED NOT LATER THAN DECEMBER 31.

(SEE SEC. 627-30, FEDERAL PARTICIPATION.) (W&IC 1552.5, 1560, 2140, 2220, 3075, 3078.5, 3460; AGO NS4670; FSS-ADMIN.)

361-40 (Continued)

361-40

When the Physician's Report of Eye Examination (Form Bl 227) from another physician is in conflict with the one which raised a question regarding continued eligibility, the withheld warrant shall be released, provided it is delivered before the end of the month for which it is drawn. An examination by a third physician shall be authorized and paid for by the county in order that a decision may be made on the basis of the two reports which agree. (SEE SEC. 180-25, SUCCESSIVE EYE EXAMINATION REPORTS.)

When a Physician's Report of Eye Examination (Form Bl 227) is submitted by a recipient prior to the end of the month for which the warrant is being held and the findings of the physician are in agreement with those which raised a question with regard to continued eligibility, the withheld warrant shall be canceled. Aid shall be discontinued as of the last day of the month preceding that for which the warrant is canceled and a Notice of Change (Form Bl 232) shall be sent to the SDSW. (SEE SEC. 361-50, DISCONTINUANCE OF AID.)

Upon the release of the warrant which was withheld because of a cloud on eligibility the warrant for the next or second month shall be issued and its delivery withheld, but not beyond the end of the month for which it is drawn.

If the physician's report of the third eye examination establishes eligibility for continued payments, the withheld warrant shall be delivered to the recipient before the end of the month for which it is drawn and aid shall continue in the amount to which the recipient is eligible.

If the physician's report of the third eye examination establishes ineligibility, or if eligibility is not determined by the end of the second month for which delivery of the warrant was withheld, the warrant shall be canceled and a Notice of Change (Form Bl 232) discontinuing aid, effective with the last day of the month preceding that for which the warrant was canceled, shall be forwarded to the SDSW in the usual manner.

(SEE SECS. 180-25, SUCCESSIVE EYE EXAMINATION REPORTS, 236-

Payment of the physician's fee for all eye examinations required by the SDSW shall be the responsibility of the county subject to Federal reimbursement. (SEE SECS. 180-25, SUCCESSIVE EYE EXAMINATION REPORTS, 235-00, PHYSICIAN'S REPORTS OF EYE EXAMINATION 645-02, EXPENDITURES FOR PURPOSES OF ADMINISTRATION, AND 645-31, EXPENDITURES FOR EYE EXAMINATION.) (W&IC 3083.1 AND 3462.1)

Under no circumstances shall warrants for more than two months be issued and withheld pending clearance of eligibility.

Exceptions: When either an examination by the State Ophthalmologist or a post-operative eye examination report discloses ineligibility insofar as blindness is concerned aid shall be discontinued without further eye examination. (SEE SECS. 180-50, RE-EXAMINATION OF EYES TO DETERMINE CONTINUED ELIGIBILITY, 325-20, RIGHT, PURPOSE, AND SCOPE OF APPEAL.) (W&IC 3050, 3075, 3083, 3460)

361-35 (Continued)

361-35

suspended warrants may be canceled and a new warrant or warrants in the correct amount issued. (SEE SEC. 361-10, DECREASE IN GRANT.) If the original warrant and any subsequently suspended warrants are canceled and a new warrant or warrants issued, the board of supervisors must approve the changed grant and the new warrant or warrants must be issued before the end of the suspension period.

When, during suspension of aid, it is determined that the recipient was eligible to a greater amount of aid than that for which a suspended warrant or warrants were issued, the original warrant or warrants may be released. The additional amount due for a particular month may be retroactively paid, provided the supplementary warrant or warrants are issued and delivered before the end of the second month following that for which the retroactive payment is made, or the original warrant may be canceled and a new warrant or warrants in the correct amount issued. (SEE SECS. 361-25, RETROACTIVE AID PAYMENTS BY COUNTY, AND 361-00, INCREASE IN AMOUNT OF AID.)

For method of filing claims see Sec. 626-50, Supplemental Aid Claims.

A Notice of Change (Form Ag, Bl, CA 232) shall be submitted to the SDSW, after action by the board of supervisors, showing the change in the grant, beginning as of the first day of the month in which it was effective. (W&IC 1560, 2140, 3075, 3078, 3078.5, 3460)

361-40 CONTINUED ELIGIBILITY QUESTIONED ON BASIS OF PHYSICIAN'S
REPORT OF EYE EXAMINATION
ANB, APSB

361-40

When the State Ophthalmologist finds upon review of a Physician's Report of Eye Examination (Form Bl 227) that the facts contained in the report raise a question regarding degree of blindness, aid shall not be immediately discontinued (SEE SECS. 180-50, REEXAMINATION OF EYES TO DETERMINE CONTINUED ELIGIBILITY, 180-25, SUCCESSIVE EYE EXAMINATION REPORTS.) The warrant for the coming month shall be issued in the usual manner but delivery withheld, though not beyond the month for which it is drawn. The recipient shall be immediately notified that continued eligibility is questioned that continuance of aid is dependent upon clearance of eligibility, and that he may submit a Physician's Report of Eye Examination (Form Bl 227) from another physician from the approved list, such eye examination to be authorized and paid for by the county.

The submission of a Physician's Report of Eye Examination (Form Bl 227) from another physician may be dependent upon factors such as health condition of the recipient, proximity to a qualified examiner, etc. When such conditions exist and a Physician's Report of Eye Examination (Form Bl 227) is not submitted prior to the end of the month for which the warrant is being held, the withheld warrant shall be released, provided it is delivered before the end of the month for which it is drawn. A second and final notice shall be sent to the recipient with the released warrant advising that further payment will not be made unless eligibility is immediately cleared.

(Section Continued on Next Page)

645-26 EXPENDITURES FOR COMMISSARIES

645-26

GR

Commissary costs shall be determined and handled as direct charges to this activity where readily determinable. They may be reported on the Administrative Expense Worksheets (Forms DFA 64 and 64A) under the caption "Commissary" or the OWP column may be used.

Joint expenditures applicable to the categorical aid programs only will be allocated as such.

Only expenditures for Salaries and Wages, Maintenance and Operations, and Capital Outlay by which all welfare programs and the commissary benefit shall be treated as overall expenses. An example of the latter would be the salary of a county welfare director who is responsible for the operation of all welfare programs including the commissary. (W&IC 1561, 2140, 3091; FSS-ADMIN.)

645-31 EXPENDITURES FOR EYE EXAMINATIONS

645-31

ANB

Federal participation may be claimed for cost of required eye examinations for aid to the blind. (SEE SECS. 235-00, PHYSICIAN'S REPORTS OF EYE EXAMINATION, 351-50, REINVESTIGATION OF BLINDNESS, AND 645-02, EXPENDITURES FOR PURPOSES OF ADMINISTRATION.)

In connection with an application for ANB, the SDSW requires the first examination and if the applicant, at his own expense, submits a second report which is in conflict with the first, then the SDSW requires a third or resolving report. Accordingly, reimbursement may be claimed for the first and third examinations, and any additional examinations which the SDSW may require.

In connection with reinvestigation, reimbursement may be claimed for the required eye examination (SEE SEC. 351-50, REINVESTIGATION OF BLINDNESS) and for any additional examinations which the SDSW may require. (SEE SECS. 180-25, SUCCESSIVE EYE EXAMINATION REPORTS, 180-50, RE-EXAMINATION OF EYES TO DETERMINE CONTINUED ELIGIBILITY, AND 361-40, CONTINUED ELIGIBILITY QUESTIONED ON BASIS OF PHYSICIAN'S REPORT OF EYE EXAMINATION.)

Necessary expenses to county for transporting an applicant for or recipient of ANB to obtain the required eye examination (SEE SECS. 180-15, DETERMINATION OF DEGREE OF BLINDNESS, AND 180-50, REEXAMINATION OF EYES TO DETERMINE CONTINUED ELIGIBILITY) are administrative expenses, subject to Federal reimbursement provided;

1. The applicant or recipient is not financially able to meet such costs, and
2. There is no accessible ophthalmologist on the panel in the county and the person must be transported to another county or state, or

(Section Continued on Next Page)

645-21 (Continued)

645-21

2. The services performed are a distinct and additional function of a type customarily performed as a function of the county welfare department and not a type performed as part of the regular service rendered by such outside agency to other agencies, and a unit of such outside agency performs the service as its sole function and operates as an integral part of the county welfare department;
3. Amounts were expended by a civil service agency for extra identifiable services relating to the establishment and maintenance of personnel standards on a merit basis for the county welfare department as required by rules and regulations of the merit system. They shall include only such special services as are rendered primarily for the county welfare department, and, under existing practice, would not be rendered as a regular service. (W3IC 1560, 2140, 3075, FSS Admin.)

645-25 EXPENDITURES FOR CWS CWS

645-25

In those counties where contracts have been approved for the employment of CWS workers, the amount of a CWS worker's salary chargeable to CWS shall be determined on the basis of effort expended. If the amount so determined is less than the amount received for CWS from the U. S. Children's Bureau, an amount equivalent to the amount received from the U. S. Children's Bureau shall be charged to CWS and the balance of the worker's salary shall be apportioned among all other programs on the basis of the effort expended excluding CWS.

The minimum amount charged to CWS shall be that amount reimbursed to the county by the SDSW from the U. S. Children's Bureau funds. In those counties where the entire cost is borne by Federal funds, the entire salary shall be included in the CWS category.

When an agreement with the county specifies that a County Child Welfare Supervisor or County Child Welfare Supervisor Grade I or County Child Welfare Supervisor Grade II (if and when these two latter classifications are approved by the U.S. Children's Bureau) may work only for a portion of his time on CWS, the amount of such supervisor's salary chargeable to CWS shall be determined on the basis of the time spent during the month on activities specified in the agreement between the SDSW and the county.

The amount of reimbursement to the county for the County Child Welfare Supervisor will be computed by applying the proportion of the salary to be borne from CWS funds as specified in the agreement to that part of the Supervisor's salary chargeable to CWS as determined above. (FSS-Admin.)

MAIN OFFICE
SACRAMENTO
616 K STREET
(14)

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET
(13)

SAN FRANCISCO OFFICE
GRAYSTONE BUILDING
948 MARKET STREET
(3)

Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento 14
February 27, 1948

SOCIAL WELFARE BOARD

BEN KOENIG, CHAIRMAN
1680 NORTH VINE STREET
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MRS. JESSIE S. WILLIAMSON
2816 OAK KNOLL TERRACE
BERKELEY

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California


IN REPLY PLEASE REFER
TO:

My dear Mr. Jordan:

Attached are three copies of the following regulations issued by the State Department of Social Welfare with Boarding Home Manual Letter No. 9.

These regulations were adopted by the Social Welfare Board pursuant to the powers conferred upon it under Section 103 of the W&I Code and are filed under Section 11381 of the Government Code.

Very sincerely yours,


CHARLES M. WOLLENBERG, Director
Department of Social Welfare

468:b5
Attachment

Certified as : Regulation (or as
Regulations) of the

Dept of Social Welfare
(Name of State Agency)

McElhenny
(Signature)

Director
(Title)

2/27/48
(Date)

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE

616 K STREET
SACRAMENTO 14

February 27, 1948

164

BOARDING HOME MANUAL LETTER NO. 9

The attached revisions numbered 26 through 38 are to be entered in your copy of the Manual Boarding Homes for Aged and Children and the revision numbers to be canceled on the inside of the manual cover.

These revisions were approved by the Social Welfare Board on February 20, 1948, and are effective April 1, 1948.

Revised Secs. I-200 and I-700 clarify the working agreement between the SDSW and the SDPH with respect to the Hospital Licensing Law.

Secs. I-210 and I-710 are new sections concerning the Handicapped Persons Licensing Law.

Secs. I-215, I-220, I-715 and I-720 are new sections containing material formerly in other sections which has been revised for clarity and revised to include material on the Handicapped Persons Licensing Law.

Sec. III-400 has been revised to eliminate the necessity for two exits on each floor of boarding home for aged.

Revised Appendix II to be designated as Appendix III-A includes the amendments to Secs. 1400-1421, Health and Safety Code. Appendix III-B is new and contains Secs. 1500-1517, Health and Safety Code. Two changes in the Roster of Accredited and Inspection Agencies are included in this material.

FILED

in the office of the Secretary of State
of the State of California

FEB 27 1948

At 4.00 o'clock P. M.

FRANK M. JORDAN, Secretary of State

By Robert V. Jordan
Assistant Secretary of State

I-200 (Continued)

I-200

A blind or deaf person is not included under the definition of a chronic or convalescent patient merely because of his blindness or deafness.

Homes for aged under the licensing jurisdiction of the SDSW and its accredited agencies which continue care for aged guests when temporary or prolonged illnesses occur may, as time elapses, come under the licensing jurisdiction of the SDPH. When the number of chronic or convalescent patients increases to the point where the characteristics of the home change from care of the well aged to care of the ill, referral shall be made to the SDPH for determination of jurisdiction under the hospital licensing law.

It is not the intent of the SDSW that a home under its licensing jurisdiction shall be required to discharge aged guests when they develop chronic or temporary illnesses, if the home is equipped to offer the necessary care. Until the characteristics of the home change from a home for the well to a home for the ill, the SDSW shall continue to exercise jurisdiction. This is in accordance with the agreement of the SDSW and SDPH to eliminate dual licensing and supervision.

Private family homes which provide custodial care only of the enfeebled aged, are not considered nursing homes. A private family home caring for an aged friend as a member of the family, but not regularly caring for aged persons, is not considered a nursing home even though the aged friend may be in ill health and under a physician's care and supervision.

I-140 (Continued)

I-140

The granting of a Certificate of Authority to engage in life care is contingent upon the holding of a license to care for aged.

The granting of a Certificate of Authority is the responsibility of the SDSW.

I-200

LICENSING OF HOMES AND INSTITUTIONS FOR AGED BY SDPH
UNDER HOSPITAL LICENSING LAW

I-200

Under the provisions of Sections 1400 through 1421, Health and Safety Code, private hospitals, sanatoria, nursing homes and convalescent homes are required to secure a license from the State Department of Public Health. Mental institutions are excluded, and also facilities which depend upon prayer or spiritual means for healing in the practice of the religion.

Definitions

The SDPH defines "hospital" as any institution, place, building, or agency which maintains and operates organized facilities for the diagnosis, care and treatment of human illness, including convalescence, or which maintains and operates organized facilities for any such purpose, and to which persons may be admitted for overnight stay or longer. This includes sanatorium, rest home, nursing home, and clinics providing overnight care.

The SDPH defines "chronic or convalescent care" as care given to a person because of prolonged physical illness or defect, or during recovery from injury or disease, and shall include any or all of the procedures commonly employed in waiting on the sick, such as administration of medicines, or preparation of special diets, giving of bedside care, application of dressings or bandages, and carrying out of treatments prescribed by a duly licensed practitioner of the healing arts.

Application of Definitions to Homes for Aged

The jurisdiction of the SDPH includes homes which admit persons requiring chronic or convalescent care. The admission of ambulatory or non-ambulatory persons is not the sole criterion for determination of jurisdiction since a person may be ambulatory and not require bed care and yet be a chronic or convalescent patient.

Homes for aged admitting persons suffering from heart ailments, light strokes, cancer, diabetes, asthma, rheumatism, arthritis, and other illnesses requiring medical supervision may be under the licensing jurisdiction of the SDPH. Determination of jurisdiction under the hospital licensing law rests with the SDPH.

(Section Continued on Next Page)

I-215 ELIMINATION OF DUAL JURISDICTION

I-215

By agreement between the SDPH and the SDSW, both agencies will not go into the same home, but decision with respect to licensing responsibility, or referral, shall be made in accordance with the principles stated above in Sections I-200 and I-210. The exception to this shall be those homes for the aged under the jurisdiction of the SDPH, which enter into life care contracts which require a Certificate of Authority from the SDSW under Sec. 2350, Welfare and Institutions Code. In such cases (rarely occurring in boarding homes) the SDSW license is issued on the basis of the license issued by the SDPH, without social study by the SDSW or its accredited agency, and the Certificate of Authority is issued by the SDSW after determination of compliance with fiscal requirements.

I-220 PROCEDURE FOR REFERRAL TO THE SDPH UNDER HOSPITAL LICENSING LAW AND HANDICAPPED PERSONS LICENSING LAW I-220

Homes for aged under the definitions given in Sections I-200 and I-210 under the hospital licensing law and establishments for the handicapped persons licensing law shall be referred through the SDSW to the SDPH for determination of jurisdiction.

Accredited licensing and inspection agencies shall prepare a description of each home to be referred to the SDPH and shall submit it, in duplicate, to the SDSW, Sacramento. The description shall contain the following information:

- Name of the home;
- Address of the home;
- Name and address of operator, if different from name of home;
- Admission policy of the home;
- Capacity or population;
- The physical illness or defects of aged guests as reported by the operator, patient, physician or relative. A diagnosis is not necessary;
- The services offered by the home (e.g., administration of medicines, preparation of special diets, bedside care, massage, physiotherapy, etc.).

Case records of homes referred through the SDSW to the SDPH shall not be closed until determination has been made by the SDPH of jurisdiction under the hospital licensing law or establishments for handicapped persons licensing law. When notification is received that the home is under the jurisdiction of the SDPH, the accredited licensing agency or the SDSW (for accredited inspection agencies) shall notify the operator in writing; request shall be made for return of the license (if currently in effect); notification shall be sent to the fire safety authority (if fire clearance is pending) and the case shall be closed.

I-210

LICENSING OF HOMES AND INSTITUTIONS FOR THE AGED BY SDPH UNDER
HANDICAPPED PERSONS LICENSING LAW

I-210

Under Chapter III, Section 1500 through 1517, inclusive, of the Health and Safety Code relating to establishments rendering services to handicapped persons, the SDPH has responsibility for licensing, inspection, and regulation of schools, institutes, institutions, centers, and custodial homes providing special services such as schooling, medical advice or treatment, physiotherapy, any form of muscle training, massage, speech training, occupational training, vocational training or custodial care for handicapped persons.

Excluded are establishments conducted by or for adherents of any well recognized religious sect depending on prayer or spiritual means for healing, and private schools or colleges, the principle purpose of which is to teach business, commercial, or vocational courses. Also excluded from this law are establishments conducted by the Federal government, facilities under the jurisdiction of the SDMH, facilities already coming under the jurisdiction of the hospital licensing law, services provided by licensed practitioners of the healing arts, and establishments operated by or under the jurisdiction of state, local, or district departments of education.

Definition of Handicapped Person

Under this section, a handicapped person is defined as one who does not have complete use or control of his body or limbs because of physical defect or defects, either congenital or acquired through disease, accident, or faulty development. Handicapping conditions include conditions such as those of an orthopedic or neurologic nature (cerebral palsy, poliomyelitic paralysis, etc.), those due to loss of vision or hearing, and those resulting from rheumatic or congenital heart disease.

Application of Handicapped Persons Licensing Law to Homes for the Aged

A home for the well aged under the licensing jurisdiction of the SDSW or its accredited licensing agencies may accept crippled or handicapped persons who are ambulatory or non-ambulatory and still remain under the licensing jurisdiction of the SDSW provided bed patients are not accepted and provided persons are not accepted who are chronically ill or in need of convalescent care or continued medical care. For example, a boarding home for the aged may accept for care recipients of blind aid, or may accept persons who are deaf or crippled when the individual's need is for substitute home care rather than medical or nursing care. However, a home, the primary purpose of which is admitting handicapped persons for care, is within the licensing jurisdiction of the SDPH. Determination of jurisdiction under the establishments for handicapped persons licensing law rests with the SDPH.

I-700 (Continued)

I-700

such purpose, and to which persons may be admitted for overnight stay or longer. This includes sanatorium, rest home, nursing home, maternity home, lying-in asylum, and clinics providing overnight care.

The SDPH defines "chronic or convalescent care" as care given to a person because of prolonged physical illness or defect, or during recovery from injury or disease, and shall include any or all of the procedures commonly employed in waiting on the sick, such as administration of medicines, or preparation of special diets, giving bedside care, application of dressings or bandages, and carrying out treatments prescribed by a duly licensed practitioner of the healing arts.

A maternity home is a private home or institution receiving maternity patients for gain or reward, before, during, or within ten days after delivery.

Application of Definitions to Homes for Children

It should be noted that homes for day care only are not included in the definitions above.

The jurisdiction of the SDPH includes homes which admit children requiring chronic or convalescent care. The admission of ambulatory or non-ambulatory children is not the sole criterion for determination of jurisdiction since a child may be ambulatory and not require bed care and yet be a chronic or convalescent patient.

Foster homes for children suffering from heart conditions, asthma, and other illnesses requiring medical supervision may be under the licensing jurisdiction of the SDPH. Determination of jurisdiction under the hospital licensing law rests with the SDPH.

A child who is blind or deaf is not included under the definition of a chronic or convalescent patient merely because of his blindness or deafness.

A private family home providing foster care for a child receiving medical care, but not regularly caring for ill or convalescent children, is not considered a nursing or convalescent home.

I-560 (Continued)

I-560

Summer camps conducted as a part of a children's institution are included in the licensing study of the institution; foster homes which have a summer camp program are likewise included in the evaluation of the particular home.

The SDSW does not exercise its jurisdiction over other commercial or non-profit summer camps of seasonal duration (summer camps operated by youth organizations, service clubs, or commercial summer camps operated by private individuals or corporations) unless the camp sponsor makes a request to file an application, or a complaint regarding the camp is received. Applications for a license are referred for health and fire clearance; complaints are investigated and action is taken as required.

I-580 PARENT-CHILD INSTITUTIONS

I-580

A parent-child institution is a home for parents and children which cares for more than six children under sixteen years of age, or more than four family units, or which is so organized and administered that its service is essentially institutional in character regardless of the number cared for.

Standards are available from the SDSW.

I-600 CHILD PLACING AGENCIES

I-600

Private agencies may be licensed by the SDSW to engage in the finding of homes for children under sixteen years of age, and to place children in such homes for temporary care or for adoption.

I-650 COUNTY ADOPTION AGENCY

I-650

A county agency may be licensed by the SDSW to accept relinquishments for adoption; to find homes for children under 16 years of age and to place children in homes for adoption; to investigate and report upon petitions for adoption filed in the Superior Court of that county; and to perform such other functions in connection with adoptions as the SDSW deems necessary.

I-700 LICENSING OF HOMES AND INSTITUTIONS FOR CHILDREN BY THE SDPH
UNDER THE HOSPITAL LICENSING LAW

I-700

Under the provisions of Secs. 1400 through 1421, Health and Safety Code, private hospitals, sanatoria, nursing homes, convalescent homes and maternity homes are required to secure a license from the SDPH. Mental institutions are excluded, and also facilities which depend upon prayer or spiritual means for healing in the practice of the religion.

Definitions

The SDPH defines "hospital" as any institution, place, building, or agency which maintains and operates organized facilities for the diagnoses, care and treatment of human illness, including convalescence and including care during and after pregnancy, or which maintains and operates organized facilities for any

(Section Continued on Next Page)

PROCEDURE FOR REFERRAL TO THE SDPH

Homes for children within the definitions given in Secs. I-700 and I-710, with respect to the hospital licensing law and establishments for handicapped persons licensing law, shall be referred to the SDPH through the SDSW.

Accredited licensing and inspection agencies shall prepare a description of each home to be referred to the SDPH and shall submit it, in duplicate, to the SDSW, Sacramento. The description shall contain the following information:

- Name of the home;
- Address of the home;
- Name and address of foster mother, if different from name of home;
- Admission policy of the home;
- Capacity or population;
- The physical illness or defects of children as reported by the foster parent, physician or relative. A diagnosis is not necessary;
- The services offered by the home (e.g., administration of medicines, preparation of special diets, bedside care, massage, physiotherapy etc.).

Case records of homes referred through the SDSW to the SDPH shall not be closed until determination has been made by the SDPH of jurisdiction under the hospital licensing law or handicapped persons licensing law. When notification is received that the home is under the jurisdiction of the SDPH, the accredited licensing agency or the SDSW (for accredited inspection agencies) shall notify the foster mother in writing; request shall be made for return of the license (if currently in effect); notification shall be sent to the fire safety authority (if fire clearance is pending) and the case shall be closed.

MATERNITY HOMES UNDER JURISDICTION OF THE SDSW

Maternity homes are also subject to the licensing jurisdiction of the SDSW (as well as the State Department of Public Health) when such homes provide care in addition to medical or hospital care for prospective mothers under sixteen years of age, or for the newborn after the mother is discharged, or if the home engages in child placing.

Standards for maternity homes are available from the SDSW.

HOMES FOR CHILDREN UNDER THE JURISDICTION OF THE STATE DEPARTMENT OF MENTAL HYGIENE

Homes which care for the mentally deficient child, the child who is mentally ill, or the epileptic child, for compensation, are under the licensing jurisdiction of the State Department of Mental Hygiene.

I-710

LICENSING OF HOMES AND INSTITUTIONS FOR CHILDREN BY SDPH
UNDER THE ESTABLISHMENTS FOR HANDICAPPED PERSONS LICENSING LAW

I-710

Under the Chapter III, Section 1500 through 1517, inclusive, of the Health and Safety Code, the SDPH has responsibility for licensing, inspection and regulation of schools, institutes, institutions, centers, custodial homes, and other places providing school, medical advice, diagnosis or treatment, physiotherapy, any form of muscle training, massage, speech training, occupational therapy, vocational training or custodial care.

Excluded are establishments conducted by or for adherents of any well recognized religious sect, private schools or colleges, the principle purpose of which is to teach business, commercial, or vocational courses. Also excluded from this law are establishments conducted by the Federal Government, facilities under the jurisdiction of SDMH, facilities already coming under the jurisdiction of the hospital licensing law, services provided by licensed practitioners of the healing arts, and establishments operated by or under the jurisdiction of state, local, or district departments of education.

Under regulations of SDPH, a handicapped person is defined as one who does not have complete use or control of his body or limbs because of physical defect or defects, either congenital or acquired through disease, accident, or faulty development. Handicapped conditions include conditions such as those of an orthopedic or neurologic nature (cerebral palsy, poliomyelitic paralysis, etc.), those due to loss of vision or hearing, and those resulting from rheumatic or congenital heart disease.

Application of Definitions to Homes for Children

A home providing substitute home care for children under the licensing jurisdiction of the SDSW or its accredited licensing agencies may accept a crippled or handicapped child for substitute home care who is ambulatory or non-ambulatory and still remain under the jurisdiction of the SDSW provided bed patients are not accepted and provided children are not accepted who are chronically ill or in need of convalescent care. For example, a home may accept for substitute home care a child who is a cripple or who is deaf or blind whose need is for substitute home care rather than specialized care because of physical handicap or defect, if the home is equipped to give the necessary care. However, a home for children in which the primary purpose is to provide services to children with physical defects or handicaps is within the licensing jurisdiction of the SDPH even though some non-handicapped children are also admitted.

I-715

ELIMINATION OF DUAL JURISDICTION

I-715

By agreement between the SDPH and the SDSW, both agencies will not go into the same home, but decision with respect to licensing responsibility, or referral, shall be made in accordance with the principles stated above in Sections I-700 and I-710. The exception to this shall be maternity homes under the jurisdiction of the SDSW. See Section I-730 Maternity Homes Under Jurisdiction of the SDSW.

Secs. 1620 and 2300 of the W&IC do not apply to boarding homes in housing projects located on land over which the United States Government has exclusive jurisdiction. It is, therefore, necessary to determine whether there is such exclusive jurisdiction.

Housing projects construed under Public Law 671 of June 28, 1940, by the Navy or War Departments may or may not be subject to the exclusive jurisdiction of the Federal government. Projects constructed under Public Law 781 of September 9, 1940, are generally not subject to the exclusive jurisdiction of the United States. However, under both Public Laws 671 and 781, a housing project may have been constructed on land previously acquired as a military or naval reservation and the jurisdiction of the United States over the military or naval reservation would need to be determined.

On February 4, 1940, by Public Law 409, and again on October 9, 1940, by Public Law 825, it was provided that the head or other authorized agent of the government might accept exclusive or partial jurisdiction, and might indicate such acceptance by filing a notice of acceptance with the governor of the state. Until such notice of acceptance is filed, it is conclusively presumed that no such jurisdiction has been accepted.

Housing projects constructed upon land owned by the United States Housing Authority and constructed either by the United States Housing Authority or a local housing authority, are not subject to the exclusive jurisdiction of the United States since the acquisition of land by the Authority does not deprive any state or political subdivision of its civil and criminal jurisdiction over such property. (AGO NS4278)

Indian reservations are under exclusive Federal jurisdiction. However, local agencies may, upon invitation of the Indian Agency, inspect and license boarding homes located upon reservations.

I-800

WHEN LICENSE IS NOT REQUIRED

I-800

Boarding homes used exclusively by child placing agencies licensed by the SDSW are exempt from license unless the license of the child placing agency provides otherwise.

In addition the SDSW does not require a license under the following circumstances:

A. Homes of Relatives and Guardians of person:

1. No license is required for the care of brothers, sisters, nieces, nephews, grandchildren, or other near relatives, or children for whom legal guardianship of the person is held;
2. No license is required for the care of aged relatives, or for the care of an aged person for whom guardianship of the person is held.

B. Adoptive Homes:

1. No license is required for the home in which a petition for adoption of the child has been filed and is pending, unless there are other foster children in the home. (However, when denial of petition is recommended by the SDSW, the foster parents will be told that a BHC license is necessary if the child remains in the home; the address of the accredited agency will be given to them and the accredited agency notified by the SDSW of the denial and reason for denial.)
2. No license is necessary for the adoptive home in which an adoption agency has placed a child for adoption but petition has not yet been filed.

In both of the above instances, either the SDSW or the private adoption agency has the fitness of the home in question under investigation.

C. Homes to which Juvenile Court wards have been committed:

No license is required for the care of a court ward committed by order of the court to the home and care of a specific individual (as contrasted to a court order committing the child to the care of the probation officer to be placed in a suitable home), unless the home will also care for other children not so committed to it by order of the court.

III-400 (Continued)

III-400

in unincorporated areas, and the requirements for certain other kinds of buildings in unincorporated areas may or may not include the boarding home. The term "dwelling" as used in the Housing Act has a technical meaning, and all boarding homes may not be classified as dwellings.

Because of these technicalities, the cubic air content of sleeping rooms as stated above has been selected as a guide (based on Secs. 16052, 17705 and 17706 of the State Housing Act), and some flexibility may need to govern its application.

In a situation where capacity is a point at issue between the licensing agency and the applicant, reliance should be placed on the recommendation of the building inspector who may be called upon for assistance. When there is a local building inspector available, he may be called upon for assistance; when there is no local inspector available, request for assistance may be addressed to the State Housing Division, Division of Immigration and Housing, California Building, 515 Van Ness Avenue, San Francisco 2, California; or 505 State Building, Los Angeles 12, California.
(SEE APPENDIX REGARDING ENFORCEMENT OF STATE HOUSING ACT.)

15. Heating equipment. Heating equipment must be adequate to provide warmth as required for aged guests.

Fireplaces and open-faced heaters must have screens. Gas heaters shall be vented and installed with rigid pipe connections. The use of kerosine heaters is undesirable for safety reasons. Precautions shall be taken in the use of electric heaters in bathrooms.

16. Fire safety. No non-ambulatory guests shall be housed above the first floor of a non-fireproof building. (An ambulatory guest is defined as one capable of leaving the building without assistance of any type in the event of an emergency.)

No aged person shall be housed above the second floor of a non-fireproof building.

Additional requirements may be imposed when fire hazard is deemed to exist.

17. Bath and toilet facilities. Baths and toilet rooms must be sufficient in number and conveniently located. Bath facilities should be provided at a ratio of at least one to each twenty persons, and toilet and wash basin facilities at a ratio of at least one to

(Section Continued on Next Page)

III-A (Continued)

III-A

- (a) Less than 50 beds--twenty dollars (\$20);
- (b) Fifty beds or more and less than 100 beds--thirty dollars(\$30);
- (c) One hundred beds or more and less than 200 beds--forty dollars (\$40);
- (d) Two hundred beds or more--fifty dollars(\$50)

1404. Each license issued under this chapter shall expire at midnight on the thirty-first day of December of each calendar year and shall be renewed automatically upon the payment of the fee provided for in Section 1403, unless the department finds, after hearing, that the hospital has not complied with the provisions of this chapter or the rules and regulations of the department, and returns the fee to the applicant.

1405. No person, political subdivision of the State, or other governmental agency within the State, shall continue to operate, conduct or maintain an existing hospital after January 1, 1946, without having applied for and obtained a license as provided in this chapter.

1406. Upon the filing of the application for license provided for and full compliance with the provisions of this chapter and the rules and regulations promulgated under this chapter by the State department, the department shall issue to the applicant the license applied for.

1407. Every hospital for which a license has been issued shall be periodically inspected by a duly authorized representative of the State department. Reports of each such inspection shall be prepared by the representative conducting it upon forms prepared and furnished by the department filed with the department.

1408. An advisory board shall be appointed to assist, advise and make recommendations to the director and the State department in the establishment of rules and regulations necessary to insure the proper administration and enforcement of the provisions of this chapter and for those purposes to serve as consultants to the director.

The board shall consist of five members, four of whom shall be superintendents or administrators of hospitals with at least five years of experience as such in hospitals having an interne or resident training program, appointed by the Governor to hold office for four-year terms and until the appointment and qualification of their successors, except that the terms of the members first appointed shall expire as follows: Two shall expire on October 15, 1947; two shall expire on October 15, 1948; and one shall expire on October 15, 1949. At the time of making the appointments the Governor shall designate the term for which each member of the board is appointed.

1409. Members of the advisory board shall serve without compensation but shall receive their actual and necessary expenses incurred in the performance of the duties of their office.

1410. The members of the advisory board shall annually elect one of its members to serve as chairman. The advisory board shall meet with the director at least twice each year and at such other times during the year as may be determined from time to time by the director.

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III-A NURSING AND CONVALESCENT HOMES-HEALTH AND SAFETY CODE,
SECS. 1400-1421

III-A

(Excerpts from Health and Safety Code)

DIVISION II

Chapter 2. Hospitals

1400. No person, political subdivision of the State, or other governmental agency within the State, shall establish, conduct or maintain in this State any hospital without first obtaining a license therefor as provided in this chapter.

1401. As used in this chapter, "hospital" means any institution, place, building, or agency which maintains and operates organized facilities for the diagnosis, care, and treatment of human illness including convalescence and including care during and after pregnancy, or which maintains and operates organized facilities for any such purpose, and to which persons may be admitted for overnight stay or longer. "Hospital" includes sanatorium, rest home, nursing home, maternity home, and lying-in asylum.

1402. Any person, political subdivision of the State or governmental agency desiring a license under the provisions of this chapter shall file with the State department a verified application on a form prescribed, prepared and furnished by the department containing:

- (a) The name of the applicant, and if an individual, whether the applicant has attained the age of 21 years.
- (b) The type of institution to be operated.
- (c) The location thereof.
- (d) The name of the person in charge thereof.
- (e) Such other information as may be required by the State department for the proper administration and enforcement of this chapter.
- (f) Evidence satisfactory to the State department that the applicant is of reputable and responsible character. If applicant is a firm, association, organization, partnership, business trust, corporation, or company, like evidence shall be submitted as to the members thereof, and the person in charge of the institution for which application for license is made. If the applicant is a political subdivision of the State or other governmental agency, like evidence shall be submitted as to the person in charge of the institution for which application for license is made.
- (g) Evidence satisfactory to the State department of the ability of the applicant to comply with the provisions of this chapter and of rules and regulations promulgated under this chapter by the State department.

1403. Each application for a license under this chapter, except applications by local hospital districts, and applications by cities, shall be accompanied by a fee determined by the number of beds, exclusive of bassinets, maintained for the use of patients, according to the following schedule of fees:

(Section Continued on Next Page)

III-A (Continued)

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- (c) Any hospital conducted by or for the adherents of any well recognized church or religious denomination for the purpose of providing facilities for the care or treatment of the sick who depend upon prayer or spiritual means for healing in the practice of the religion of such church or denomination.
- (d) Hotels or other similar places that furnish only board and room, or either, to their guests.
- (e) Establishments, institutions, homes, and other places for the reception and care of the insane, alleged insane, mentally ill, mentally deficient, or other incompetent persons referred to in Division 6 of the Welfare and Institutions Code, subject to the jurisdiction of the State Department of Mental Hygiene.
- (f) Establishments, institutions, homes, and other places for the reception and care of children or of aged persons referred to in Divisions 2 and 3 of the Welfare and Institutions Code, respectively, subject to the jurisdiction of the State Department of Social Welfare.

1416. Information and records concerning any licensee or applicant received by the State department under the provisions of this chapter shall not be disclosed except in a proceeding for the revocation, suspension or denial of an application for a license.

1417. Any person who violates any of the provisions of this chapter or of the rules and regulations promulgated under this chapter is guilty of a misdemeanor and upon conviction thereof shall be punished by a fine not to exceed five hundred dollars (\$500) or by imprisonment in the county jail for a period not to exceed 180 days or by both such fine and imprisonment.

1418. The director may bring an action to enjoin the violation or threatened violation of Section 1400 in the superior court in and for the county in which the violation occurred or is about to occur. Any proceeding under the provisions of this section shall conform to the requirements of Chapter 3 of Title 7 of Part 2 of the Code of Civil Procedure, except that the director shall not be required to allege facts necessary to show or tending to show lack of adequate remedy at law or to show or tending to show irreparable damage or loss.

1419. Any officer, employee, or agent of the State Department of Public Health may enter and inspect any building or premises at any reasonable time to secure compliance with, or to prevent a violation of, any provision of this chapter.

1420. The District Attorney of every county shall, upon application by the State Department of Public Health, or its authorized representative, institute and conduct the prosecution of any action for violation within his county of any provisions of this chapter.

1421. The State Department of Public Health may delegate such of its authority under this chapter as it deems advisable to local health departments, the staffs and inspectorial services of which have the written approval of the State Department of Public Health.

III-A (Continued)

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1411. The State department, after consultation with the advisory board and receipt of the recommendations of the advisory board in respect thereto, shall make and promulgate, and may thereafter modify, amend, or rescind, reasonable rules and regulations to carry out the purposes of this chapter, classifying hospitals and prescribing minimum standards of safety and sanitation in the physical plant, of diagnostic, therapeutic and laboratory facilities and equipment for each class of hospitals.

1412. The State department may suspend or revoke any license issued under the provisions of this chapter upon any of the following grounds and in the manner hereinafter provided:

- (a) Violation by the licensee of any of the provisions of this chapter or of any other law of this State or of the rules and regulations promulgated under this chapter.
- (b) Aiding, abetting or permitting the commission of any illegal act.
- (c) Conduct inimical to the public health, morals, welfare and safety of the people of the State of California in the maintenance and operation of the premises for which a license is issued.

1413. Proceedings for the suspension or revocation of licenses under this chapter shall be conducted in accordance with the provisions of Chapter 5 of Part 1 of Division 3 of Title 2 of the Government Code, and the department shall have all the powers granted therein. In case of conflict between the provisions of this chapter and the provisions of said Chapter 5, the latter provisions shall prevail.

1414. Any licensee whose license has been revoked may thereafter apply for a new license, and his application shall be considered and acted upon by the State department as an original application for license.

1415. The provisions of this chapter do not apply to any of the following institutions:

- (a) Any hospital conducted, maintained or operated by the United States Government or a duly authorized agency thereof.
- (b) Any hospital conducted, maintained or operated by this State, or any county, or any State department, authority, bureau, commission, or officer, nor to any hospital conducted, maintained or operated by The Regents of the University of California, the autonomous character of the said The Regents of the University of California having been established by the provisions of Article IX, Section 9, of the Constitution of the State. However, a local hospital district or city is not a state agency or a state department, authority, bureau, commission, or officer within the meaning of this subdivision, and this subdivision does not exempt a hospital conducted, maintained, or operated by a local hospital district or city from the provisions of this chapter.

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III-B (Continued)

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- (f) Evidence satisfactory to the state department that the applicant is of reputable and responsible character. If applicant is a firm, association, organization, partnership, business trust, corporation, or company, like evidence shall be submitted as to the members thereof, and the person in charge of the establishment for which application for license is made. If the applicant is a political subdivision of the State or other governmental agency, like evidence shall be submitted as to the person in charge of the establishment for which application for license is made.
- (g) Evidence satisfactory to the state department of the ability of the applicant to comply with the provisions of this chapter and of rules and regulations promulgated under this chapter by the state department.

1504. Each original application for a license under this chapter shall be accompanied by a fee of twenty-five dollars (\$25). Each application for renewal of a license under this chapter shall be accompanied by a fee determined by the total number of handicapped persons enrolled as of the date of application and receiving special services according to the following schedule of fees:

- (a) Less than 30--twenty dollars (\$20).
- (b) Thirty or more but less than 50--thirty dollars (\$30).
- (c) Fifty or more but less than 75--forty dollars (\$40).
- (d) Seventy-five or more--fifty dollars (\$50).

Establishments whose principal support is derived from taxes shall be exempt from the payment of the fees required by this section.

1505. Each license issued under this chapter shall expire at midnight on the thirty-first day of December of each calendar year and shall be renewed automatically upon the payment of the fee provided for in Section 1504, unless the state department finds after hearing that the applicant has not complied with the provisions of this chapter or the rules and regulations of the department, and returns the fee to the applicant.

1506. No person, political subdivision of the State, or other governmental agency within the State shall continue to operate or to conduct or maintain any establishment rendering special services to handicapped persons after January 1, 1948, without having applied for and obtained a license as provided in this chapter.

1507. Upon the filing of the application for license and full compliance with the provisions of this chapter and the rules and regulations promulgated under this chapter by the state department, the department shall issue to the applicant the license applied for.

1508. The state department from time to time shall make such investigations and inspections as it deems necessary to carry out the provisions of this chapter. Advance notice of the intent to make such investigation or inspection need not be given by the department to any applicant or licensee. A report of each such investigation or inspection shall be prepared by the representative of the department

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III-B THE HANDICAPPED PERSONS LICENSING LAW - HEALTH
AND SAFETY CODE, SECS. 1500-1517

III-B

(Excerpts from Health and Safety Code)
DIVISION II

Chapter 3. Establishments for Handicapped Persons

1500. This chapter may be cited as the Establishments for Handicapped Persons Licensing Law.

1501. As used in this chapter the following terms have the meanings set forth in this section:

- (a) "Special services" means schooling, medical advice or treatment, physiotherapy, any form of muscle training, massage, speech training, occupational therapy, vocational training, and custodial care, or any of them.
- (b) "Establishment" means any school, institute, institution, center, custodial home, facility, or other place which provides services for handicapped persons, but does not include any sanatorium, establishment, home or institution conducted by or for the adherents of any well recognized religious sect, denomination or organization for the purpose of providing facilities for the care of handicapped persons who depend upon prayer or spiritual means for healing in the practice of the religion of such sect, denomination or organization, nor does it include any private business school or college, the principal purpose of which is the teaching of business, commercial, and vocational courses.

1502. No person shall establish, conduct, or maintain in this State any establishment which provides for handicapped persons organized services including any special services without first obtaining a license therefor as provided in this chapter.

1503. Any person, political subdivision of the State, or governmental agency desiring a license under the provisions of this chapter shall file with the state department a verified application on a form prescribed, prepared and furnished by the department, containing:

- (a) The name of the applicant; and, if an individual, whether the applicant has attained the age of 21 years.
- (b) The type of establishment and the special services to be rendered by it for handicapped persons.
- (c) The location thereof.
- (d) The name of the person in charge thereof.
- (e) Such other information as may be required by the department for the proper administration and enforcement of this act.

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III-B (Continued)

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- (d) Services, including special services, provided by licensed practitioners of the healing arts who are governed by Division 2 of the Business and Professions Code. However, any establishment operated, conducted, or maintained by any such licensed practitioner for the purpose of rendering special services to handicapped persons is subject to the provisions of this chapter.
- (e) Establishments established, conducted or maintained by or under the jurisdiction of, the Department of Education, a county superintendent of schools or of any school district.

1514. Nothing in this chapter authorizes the state department or the State Board of Health to establish rules and regulations concerning the content of the academic curriculum of any applicant or licensee, or concerning the qualification or certification of teachers in the educational curriculum of any applicant or licensee.

1515. Information and records concerning any licensee or applicant received by the state department under the provisions of this chapter shall not be disclosed except in a proceeding for the revocation, suspension, or denial of an application for a license.

1516. The state department shall at all times maintain an up-to-date list showing the names and addresses of all licensees holding valid licenses under this chapter, and copies of said list shall be given to anyone upon request without charge. The use of said lists for commercial purposes is hereby forbidden.

1517. At the request of the director, legal action against any person who violates any provision of this chapter shall be instituted promptly by the district attorney of the county in which such violation occurs. Any person who violates any provision of this chapter or of the rules and regulations promulgated under this chapter is guilty of a misdemeanor and upon conviction thereof shall be punished by a fine not exceeding five hundred dollars (\$500) or by imprisonment in the county jail for a period not to exceed ninety (90) days, or by both such fine and such imprisonment.

The director may bring an action to enjoin violation or threatened violation of this chapter in the superior court in and for the county in which such violation has occurred or is about to occur. Any proceeding under the provisions of this section shall conform to the requirements of Chapter 3 of Title 7 of Part 2 of the Code of Civil Procedure, except that the director shall not be required to allege facts necessary to show or tending to show lack of adequate remedy at law or to show or tending to show irreparable damage or loss.

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conducting it upon forms prepared and furnished by the department, and shall be filed with the department upon completion of the investigation or inspection.

1509. The State Board of Health shall make, promulgate, and may thereafter modify, amend or rescind, reasonable rules and regulations to carry out the purposes of this chapter, prescribing minimum standards regarding physical welfare, health, safety, and sanitation, which shall be maintained by any licensee or applicant for license under the provisions of this chapter.

The state department shall consult with and obtain the advice and recommendations of such other public or private authorities as it deems advisable in order that the minimum standards prescribed pursuant to this section shall give proper recognition to the interdependence of services concerned with mental, physical, and social welfare and education of handicapped persons. The State Board of Health shall give due consideration to such advice and recommendations in prescribing said minimum standards.

1510. The state department may suspend or revoke any license issued under the provisions of this chapter upon any of the following grounds:

- (a) Violation by the licensee of any of the provisions of this chapter or of any other law of this State or of the rules and regulations promulgated under this chapter.
- (b) Aiding, abetting or permitting the commission of any illegal act.
- (c) Conduct inimical to the public health, morals, welfare and safety of the people of the State of California in the maintenance and operation of the premises for which a license is issued.

1511. Proceedings for the suspension or revocation of licenses under this chapter shall be conducted in accordance with Chapter 5 of Part 1 of Division 3 of Title 2 of the Government Code.

1512. Any licensee whose license has been revoked may thereafter apply for a new license and his application shall be considered and acted upon by the state department as an original application.

1513. The provisions of this chapter do not apply to any of the following:

- (a) Establishments conducted, maintained, or operated by the United States Government or a duly authorized agency thereof.
- (b) Establishments whose activities are restricted solely to the reception and care of the insane, alleged insane, mentally ill, mentally deficient, or other incompetent persons referred to in Division 6 of the Welfare and Institutions Code, subject to the jurisdiction of the State Department of Mental Hygiene.
- (c) Establishments subject to the licensing provisions of Chapter 2 of Division 2 of this code.

(Section Continued on Next Page)

VII (A Continued)

VII

window space. Sleeping rooms accommodating two persons should provide at least 810 cubic feet of air space, and window space equal to 1/8 of the floor area but not less than 16 square feet. For three or more persons, 500 additional cubic feet per person should be provided.

A window opening on an enclosed porch is not an adequate substitute for an outside window.

(i) Heating Equipment

1. Heating equipment must be adequate to provide warmth as needed by the aged guests.
2. Fire places and open-faced heaters must have screens.
3. Gas heaters shall be vented and installed with rigid pipe connections.
4. The use of kerosene heaters in bedrooms are undesirable for safety reasons.
5. Precautions shall be taken in the use of electric heaters in bathrooms to avoid the possibility of electrocution.

(j) Fire Safety Requirements

1. No non-ambulatory guests shall be housed above the first floor of a nonfireproof building. (An ambulatory guest shall be considered to be a person capable of leaving the building without assistance of any type in the event of an emergency.)
2. No aged person shall be housed above the second floor of a non-fireproof building.
3. Additional requirements may be imposed when fire hazard is deemed to exist.

(k) Bath and Toilet Facilities

(Section Continued on Next Page)

APPENDIX

VIII

VIII (Continued)

VIII

COUNTY	AGENCY	CHILDREN'S BOARDING HOMES	AGED BOARDING HOMES
FRESNO	Department of Public Welfare 4504 Ventura Avenue Fresno 2, California	Accredited	Accredited
GLENN	Glenn County Welfare Dept. Court House Annex Willows, California	Accredited	Accredited
HUMBOLDT	Department of Public Welfare 805 6th Street Eureka, California	Accredited	Accredited
IMPERIAL	Indigent Welfare Department Court House El Centro, California	Accredited	Accredited
INYO	County Welfare Department Court House Independence, California	Accredited	Accredited
KERN	County Welfare Department P. O. Box 316 (1115-26th St.) Bakersfield, California	Accredited	Accredited
KINGS	Department of Public Welfare Court House, P. O. Box 599 Hanford, California	Accredited	Accredited
LAKE	Lake County Welfare Department Lakeport, California	Accredited	Accredited
LASSEN	County Welfare Department Court House Susanville, California	Accredited	Accredited
LOS ANGELES	L.A. County Public Welfare Comm. Rm. 1003 Civic Center Building 205 South Broadway Los Angeles, California	Accredited	Accredited
MADERA	Department of Public Welfare Welfare Building, Madera Ave. Madera, California	Accredited	Accredited
MARIN	County Welfare Department Masonic Building San Rafael, California	Accredited	Accredited

(Section Continued on Next Page)

APPENDIX

VIII

VIII (Continued)

VIII

<u>COUNTY</u>	<u>AGENCY</u>	<u>CHILDREN'S BOARDING HOMES</u>	<u>AGED BOARDING HOMES</u>
MARIPOSA	Department of Social Welfare I.O.O.F. Building Mariposa, California	Inspection	Inspection
MENDOCINO	County Welfare Department Court House Ukiah, California	Accredited	Accredited
MERCED	Department of Public Welfare Social Welfare Building Court House Square Merced, California	Accredited	Accredited
MODOC	Department of Social Welfare Alturas, California	Accredited	Accredited
MONO	Department of Social Welfare Court House Bridgeport, California	Accredited	Accredited
MONTEREY	Monterey County Welfare Department Court House Salinas, California	Accredited	Accredited
NAPA	County Welfare Department Court House Napa, California	Accredited	Accredited
NEVADA	Nevada County Welfare Dept. Court House Nevada City, California	Accredited	Accredited
ORANGE	Department of Social Welfare Court House Annex Santa Ana, California	Accredited	Accredited
PLACER	State Dept. of Social Welfare 616 K Street Sacramento, California	Not delegated	Not delegated
PLUMAS	Plumas County Welfare Dept. Court House Quincy, California	Accredited	Accredited
RIVERSIDE	County Welfare Department 3855 Market Street Riverside, California	Accredited	Accredited

(Section Continued on Next Page)

MAIN OFFICE
SACRAMENTO
616 K STREET
(14)

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET
(13)

SAN FRANCISCO OFFICE
GRAYSTONE BUILDING
948 MARKET STREET
(3)

Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento 14
February 27, 1948

SOCIAL WELFARE BOARD

BEN KOENIG, CHAIRMAN
1680 NORTH VINE STREET
LOS ANGELES

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1870 JACKSON STREET
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922 J STREET
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135 NORTH BRIGHT AVENUE
WHITTIER

REV. THOMAS H. MARKHAM
409 NATIVE SONS' BUILDING
SACRAMENTO

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1170 SEVENTH AVENUE
SAN DIEGO

MRS. JESSIE S. WILLIAMSON
2816 OAK KNOLL TERRACE
BERKELEY

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

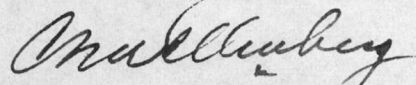
IN REPLY PLEASE REFER
TO:

My dear Mr. Jordan:

Attached are three copies of the following regulations issued by the State Department of Social Welfare with Adoption Manual Letter No. 9.

These regulations were adopted by the Social Welfare Board pursuant to the powers conferred upon it under Section 103 of the W&I Code and are filed under Section 11381 of the Government Code.

Very sincerely yours,



CHARLES M. WOLLENBERG, Director
Department of Social Welfare

468:b5
Attachment

Certified as a Regulation (or as
Regulations) of the

Dept of Social Welfare
(Name of State Agency)

M. J. Mahoney
(Signature)

Director
(Title)

2/27/48
(Date)

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE

616 K STREET
SACRAMENTO 14
February 27, 1948

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ADOPTION MANUAL LETTER NO. 9

The attached revisions numbered 48 and 49 are to be entered in your copy of the Adoption Manual and revision numbers canceled in the place provided on the inside of the manual cover.

These revisions were approved by the Social Welfare Board on February 20, 1948, and are effective April 1, 1948.

Sec. 2245-00 is revised in accordance with Sec. 1183.5, Civil Code, to permit a parent, in military service, to sign his consent or relinquishment before his commanding officer.

FILED

in the office of the Secretary of State
of the State of California

FEB 27 1948

At 4:00 o'clock P. M.

FRANK M. JORDAN, Secretary of State

By *Robert V. Jordan*
Assistant Secretary of State

2245-00 (Continued)

2245-00

B. Relinquishment:

A relinquishment must be signed before two subscribing witnesses and acknowledged before an authorized official of the licensed adoption agency accepting the relinquishment.

Exception:

If the parent relinquishing the child is outside the State of California at the time of signing relinquishment, it may be signed before a notary public on a form prescribed by the agency and previously signed by an authorized official of the agency, signifying the willingness of the agency to accept the relinquishment. (Sec. 224m, Civil Code)

Parent in Military Service: If the parent of a child is in military service outside the State of California, his relinquishment may be signed before his commanding officer in accordance with the provisions of Sec. 1183.5, Civil Code. (See Appendix 13--Proof and Acknowledgment of Instruments, Sec. 1183.5 Civil Code)

See Section 2250-00 for instructions regarding witnessing signature by mark.

2240-00 (Continued)

2240-00

B. Relinquishment:

Information on the relinquishment for the parents' signature may be taken from the child's birth certificate or the hospital record.

The name of the agency to which the child is being relinquished shall appear on the form when it is executed by the parent.

2245-00 WITNESSING CONSENT OR RELINQUISHMENT

2245-00

A. Consent

1. In an independent adoption the consent of the parent must be signed in the presence of an agent of the State Department of Social Welfare or of a licensed county adoption agency. (Sec. 226 Civil Code) It is recommended that the signature of the natural parent be witnessed by another person also, if possible.
2. In an adoption by a stepparent, where one natural or adoptive parent retains his or her custody and control of the child, the consent of either or both parents must be signed in the presence of a county clerk or probation officer of any county of the State. (Sec. 226, paragraph 7, Civil Code)

3. Exception:

Non-residents: If the father or mother of a child to be adopted is outside the State of California, at the time of signing consents, his or her consent may be signed before a notary or other person authorized to perform notarial acts, and, in such case, the consent of the State Department of Social Welfare will also be necessary but such consent shall not be necessary where the adoption is by a stepparent and one natural parent retains custody and control of the child. (Sec. 226, paragraph 8, Civil Code; AGO 7861, 8548, 9116)

When the consent is signed before a notary in another State it is necessary to have attached to the consent a certificate from the clerk of a court of record of the county or district where such acknowledgment is taken that the officer certifying to the same is authorized by law to do so, and that the signature of said officer to such certificate is his true and genuine signature. (Sec. 1189, Civil Code; AGO 7861)

Parent in Military Service: If the parent of a child to be adopted is in military service outside the State of California, his consent may be signed before his commanding officer in accordance with the provisions of Sec. 1183.5, Civil Code. (See Appendix 13--Proof and Acknowledgment of Instruments, Sec. 1183.5, Civil Code)

(Section Continued on Next Page)

2255-00 CORRECTIONS OR ALTERATIONS ON CONSENT OR RELINQUISHMENT

2255-00

Consents and relinquishments are legal documents signed before witnesses, and can not be corrected or altered unless the corrections and/or alterations are initialed by the parent signing the document and by the agent who witnessed the consent, or by the authorized official of the agency before whom the relinquishment was acknowledged.

2260-00 FILING OF CONSENT OR RELINQUISHMENT

2260-00

- A. In an independent adoption the consent of the natural parent or parents to the adoption must be filed with the clerk of the Superior Court in the county in which the petitioners reside. (Sec. 226, paragraph 1, Civil Code) (See Sec. 2105-00, B-4, for instructions regarding filing the consent)
- B. In a stepparent adoption, where one natural or adoptive parent retains his or her custody or control of said child, the consent of either or both parents, signed in the presence of a county clerk or probation officer of a county of the State, shall be immediately filed with the clerk of the Superior Court of the county where the petition is filed, and said clerk shall immediately file a certified copy of such consent to adoption with the State Department of Social Welfare. (Sec. 226, paragraph 7, Civil Code)

(Section Continued on Next Page)

2250-00 SIGNATURES ON CONSENT OR RELINQUISHMENT

2250-00

When the parent signing the consent or relinquishment is known by more than one name, all names shall be signed, for example "Mildred Moore Smith," also known as "Mildred Jackson".

If the parent can not sign his or her name, signature by mark may be accepted, but it must be witnessed in accordance with Section 14 of the Civil Code, which provides that such mark shall be witnessed by two persons who must subscribe their own names as witnesses to the document.